

## Voluntary Reduction in Work Schedule (VRWS)

The VRWS program allows an employee to enter into a voluntary agreement with their supervisor for a designated period (from 1 to 26 bi-weekly payroll periods) in which the employee voluntarily trades a reduction in income for time off for a specified time. Participants may reduce their work schedules (and salaries) a minimum of 5 percent up to a maximum of 30 percent, in 5 percent increments. VRWS can offer the opportunity for flexibility to support temporary work-life balance needs.

### VRWS can take several different forms:

- **Shorter workday/Normal workweek:** 10% reduction on a 37.5 hour per week schedule would be 5 workdays at 6.75 hours.
- **Shorter workweek/Normal workday:** This may be an option during such periods as the "holiday break" for employees who lack leave accruals and would otherwise be placed on leave without pay, or who prefer not to exhaust their leave accruals to take the time off.
- **Block of time:** This is a good alternative for employees in academic departments who may wish to take a month off during the summer or reduce their schedule in the summer.
- **Intermittent VR leave** (specify pattern): Observing an alternating schedule (for example, 1 or 2 weeks a month full-time, 2 weeks a month reduced schedule).

### Requirements:

- Employee must be a UUP, CSEA, PEF, or Management/Confidential employee.
- Employee must have one continuous year of SUNY service at the campus at which they are employed on a qualifying schedule (i.e., any schedule which entitles the employee to earn leave credits).
- Full-time employees are required to have a continuing, permanent, or term appointment and be employed to work on a full-time annual salary basis for a minimum of one bi-weekly payroll period immediately prior to the time of entry into the VRWS program. Time on paid or unpaid leave from a full-time annual salaried position satisfies this requirement.
- The employee must remain in a full-time, continuing, permanent, or term appointment position during the term of the VRWS agreement.

### **Participating in VRWS - What to Expect:**

- There is no impact on health insurance coverage; the employee remains covered. For professionals in UUP, benefits eligibility is based on the salary earned; if the earnings are more than the minimum for benefits eligibility per year, then health, dental, prescription, and vision coverage remain the same.
- Retirement benefit earnings are reduced based on the VRWS percentage.
- There may be an impact to your retirement benefit earnings with this change.
- Annual leave credits are based on the VRWS percentage.
- Operational needs must be considered in approving any proposed schedule change.

### **How to Participate:**

Speak with your supervisor about your interest in participating in the VRWS program and discuss the schedule and percentage of reduction you are proposing while on VRWS.

We encourage you to check with Payroll to fully understand how VRWS will appear in your paycheck.

Complete the VRWS form (posted on the Human Resources "Forms" page under "All Employees" or click on [this link](#)) and review with your supervisor, who will then send the form to HR.

[www.paycheckcity.com](http://www.paycheckcity.com) can be a helpful tool for understanding how a reduced schedule will impact your pay, but please note this should not replace consultation with Payroll.