



New Paltz  
STATE UNIVERSITY OF NEW YORK

Human Resources, Diversity & Inclusion  
Haggerty 603 ▪ 845-257-3171 ▪ Fax: (845) 257-3956

**APPLICATION FOR  
VOLUNTARY REDUCTION IN WORK SCHEDULE  
(VRWS)**

Name \_\_\_\_\_  
*Last First Middle Initial*

Title \_\_\_\_\_ Division \_\_\_\_\_

Office \_\_\_\_\_ Negotiating Unit \_\_\_\_\_

Percent reduction in work schedule requested: \_\_\_\_\_ %      Number of pay periods of participation: \_\_\_\_\_ pay periods.

VR time to be earned during agreement period: \_\_\_\_\_ days

Beginning first day of pay period # \_\_\_\_\_. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_      Ending last day of pay period # \_\_\_\_\_. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Normal work schedule ..... \_\_\_\_\_ hours/week; \_\_\_\_\_ hours/pay period.

Reduced average work schedule ..... \_\_\_\_\_ hours/week; \_\_\_\_\_ hours/pay period.

VR time earned ..... \_\_\_\_\_ hours/week; \_\_\_\_\_ hours/pay period.

**Check type of Proposed Schedule of VR time use below. Specify schedule\* for use of VR time on page 2 of application.**

- A.  Shorter workday/Normal workweek
- B.  Shorter workweek/Normal workday
- C.  Coordination with Alternative Work Schedule (AWS) arrangement: Longer workday/Shorter workweek
- D.  Block(s) of time off
- E.  Intermittent time off (specify pattern, if any.) \_\_\_\_\_
- F.  Combination of above

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

*\*NOTE: Can be changed upon mutual agreement.*

APPROVED       DISAPPROVED (*attach written justification and transmit to Human Resources, Diversity & Inclusion*)

Effective Date: \_\_\_\_\_

I agree to the proposed temporary adjustment in work schedule and understand that this employee will work a prorated share of their normal schedule over the duration of the agreement period.

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Director or Vice President \_\_\_\_\_ Date \_\_\_\_\_

*Submit completed forms to Human Resources, Diversity & Inclusion, Haggerty 603*

APPROVED       DISAPPROVED      Salary Grade \_\_\_\_\_      Line Number \_\_\_\_\_

Human Resources, Diversity & Inclusion \_\_\_\_\_ Date \_\_\_\_\_

**PAYROLL USE ONLY**

Agency Code \_\_\_\_\_ Agency \_\_\_\_\_

**SCHEDULE FOR USE OF VR TIME**

NAME _____		AGENCY CODE _____													
PAYROLL PERIOD		TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE
NO.	DATES COVERED														
1															
2															
3															
4															
5															
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**INSTRUCTIONS**

1. In Payroll Period column, indicate beginning and ending dates of each pay period covered by the agreement.
2. For each pay period, indicate all days/time worked (include number of hours worked) and days/time not worked, that is, indicate all pass days and all VR time off. If you plan to use other accruals in conjunction with VR schedule, these days/this time should also be included in the schedule. Use the codes listed below to indicate category of days/time.
3. Where the schedule repeats each pay period, fill out the schedule (include number of hours worked/not worked) and days off for the first pay period only and indicate "same" for subsequent pay periods.
4. For partial day absences, indicate number of hours worked/off and code for category of leave (for example, 5.5-W; 2-VR).

**WORK/LEAVE CATEGORY CODES**

VR - VR Leave      AL - Annual Leave      W - Day Worked      X - Pass Days