

## **MILITARY DEPARTMENT VOLUNTARY SCHEDULE REDUCTION POLICY**

In accordance with Public Act 94-199, this document serves as the official voluntary schedule reduction policy for all Military Employees. Permanent full time state employees who have passed their working test period may, with the approval of their appointing authority, take **unpaid** leave consisting of prescheduled time off, without loss of seniority benefits, longevity, retirement credit, sick leave, vacation or earned overtime accumulation.

### **Enrollment**

There are two (2), six (6) month enrollment periods under this program between January to June, and July to December of each calendar year. Applications will only be accepted during the months of June and December for schedules effective during July 1 and January 1 enrollment periods. Applications may be submitted at other times as circumstances warrant. Request will be approved based on operational needs. Approved request will remain effective during the enrollment period unless terminated at the request of the employee or management due to a change in personal or operational circumstances.

### **Restrictions**

1. Any employee who is disciplined for abuse of attendance or tardiness will be ineligible from participating in the program for one (1) full year.
2. Employees cannot reduce their schedules on a holiday work week.

### **Application Instructions**

Employees who wish to participate in this program should submit a completed application (**copy attached**) to their immediate supervisor for initial review and approval. All requests must be approved by the Human Resource Manager. Every effort will be made to approve requested schedules. Individuals with snow removal responsibilities at the Military Department facilities will still be required to respond to these operational requirements. Voluntary leave reduction requests cannot interfere with this job requirement.

### **Application Procedures**

1. The Voluntary Schedule Reduction form must be obtained from the Human Resource Office.
2. Employee must complete the form and give it to their supervisor for approval.
3. The request will be forwarded to the Human Resource Manager for approval.
4. The Human Resource Manager will review and notify the employee's supervisor regarding approval.
5. The employee's supervisor will notify the employee regarding approval.

Employees must revert to their standard work schedules during pay weeks that include holidays.

As with other unpaid leave activities, an employee must work either the day before or the day after a holiday to be eligible for the paid holiday.

Schedule reductions are contingent upon staffing and workload needs. Reduced schedules may be modified, interrupted, or cancelled during periods of increased staffing needs.

This policy does not cover extended or intermittent leaves of absences, which should be requested under other policies such as FMLA, Educational, etc.