

Temporary Voluntary Unpaid Leave

PURPOSE

To achieve temporary savings in the State's payroll expenditures by allowing employees to choose unpaid leave.

SCOPE

This policy applies to all employees subject to the jurisdiction of the State Personnel Department. Participation in this program is limited in time and ends on 6-30-13 unless this policy is expressly extended.

STATEMENT OF POLICY

Employees may commit to taking specific date(s) as unpaid leave until 6-30-13. All unpaid leaves under this program terminate on 6-30-13 unless this policy is expressly extended. When the unpaid leave encompasses an entire pay period, employees are responsible for both the employee and the employer portions of the insurance premium/contributions such as, but not limited to, medical, dental, vision, and life. Leaves longer than 30 days are not part of this policy and must follow existing rules and guidelines. This temporary program does not establish a precedent for nor entitlement to health care benefits for part-time employees.

Employees are responsible for:

- working all scheduled hours and/or complying with any notice and eligibility requirements for requesting use of accrued or other leave benefits,
- adhering to the assigned work schedule and communicating such schedule to co-workers and customers, and
- accurately recording hours of work and leave time on the official attendance report.

Supervisors are responsible for:

- determining operational needs and the work schedules necessary to meet those operational needs,
- allowing employees to choose a schedule to the extent compatible with operational needs,
- monitoring subordinates to ensure they are working all scheduled hours and/or complying with any notice requirements for requesting use of accrued or other leave benefits, and
- taking appropriate actions, including discipline, when an employee fails to abide by the assigned schedule and/or the requirements of this and related attendance and leave policies.

PROCEDURES

1. Employees volunteering for this program must submit a list of dates they commit to taking as unpaid leave on the appropriate form (54154) to their authorized management representative. Management may, at its discretion, deny such request(s) or rescind approval, in whole or in part, at any time.
2. Attendance reports completed for pay periods in which unpaid leave under this program is taken must identify the unpaid leave on the appropriate day(s) in the field "Leave without Pay" and the phrase "Temporary Voluntary Unpaid Leave" must be included in the Comment Section of the report. If the employee's time is recorded in PeopleSoft®/Time & Labor module, then the proper code is "VUL."
3. If unpaid leave encompasses an entire pay period, the employee will be billed for, and must pay, both the employee and the employer portions of the insurance premium/contributions such as, but not limited to, medical, dental, vision, and life.

REFERENCES

Hours of Work / Work Schedules Policy & Statement of Responsibilities & Procedures
Request and Approval Form: Temporary Voluntary Unpaid Leave Request Form

EFFECTIVE: July 1, 2012 through June 30, 2013



APPROVAL _____

Daniel L. Hackler, State Personnel Director

June 12, 2012

Date