



STAFF WORK FORCE FLEXIBILITY OPTIONS REQUEST FORM

July 1 2008 – June 30 2009

Vacation Buy-Up Program – Employees can purchase 5 to 20 additional days. The cost of the approved days will be deducted from your paycheck. Please note that the additional vacation days must be used by JUNE 30, 2009. If you terminate employment before June 30, 2009 adjustments will be made to your last payroll check to cover the balances of your vacation buy-up cost versus any remaining vacation balances.

Partial Work Year Arrangements – when an employee chooses to take a reduced work year. Supervisors should review human resources policy 11-3 alternative work arrangements and contact Employee Relations regarding this arrangement and the forms that will need to be completed.

Reduced Scheduling - Employee can work 9, 10 or 11 months per year, health care would remain the same. Salary, vacation and sick days will be adjusted to the reduced schedule. Supervisors should contact Employee Relations regarding this arrangement and the forms that will need to be completed.

Vacation Raise - Departments will have the option to give the budgetary merit increase OR the maximum allowed - 10 additional vacation days. The choice is one or the other but not both. This option can be offered only to employees with performance ratings at or above standards. This option can be discussed during performance review time.

Requirements:

- Employee Requests
• Supervisor Approvals
• Signature and date of both Supervisor and Employee
• Payroll deduction(s) are over a 12 month period
o Non Exempt – twice a month
o Exempt – once monthly

Requestor's Name: _____ Employee ID# _____

I would like to request:

- Vacation Buy-Up Program
 Partial Work Year Arrangement
 Reduced Scheduling

Salary _____

These options will stay in effect for the fiscal year requested.

I want to buy _____ additional vacation days. I understand and adhere to all of the requirements. I also acknowledge that once approved it is my responsibility to check my paystub to make sure the proper changes are correct.

Signatures and Date:

Employee _____ Supervisor _____

Note: All requests must be received by May 30, 2008. Confirmations will be returned to you and your supervisor(s).

Management Center _____ HR Approval _____