|  |  |
| --- | --- |
| Employee Name: |        |
| Department: |       |
| Local Title: |        |
| Line Number:  |       |  | Salary: $  |        |  |
|  |
| Percent of professional obligation\* reduction requested: |        | % |
| Number of pay periods of participation: |       | pay periods |
| VR credits to be earned during agreement period: |       | days |
| VR credits to be earned per |       | week; |       | pay period |
| Beginning first day of pay period # |        |  |       | (date) |
| Ending last day of pay period # |       |  |       | (date) |
| Describe the professional obligation reduction:      |
| Check type of proposed schedule of VR leave use below and specify schedule on the Voluntary Reduction in Work Schedule (VRWS) document and attach. |
| [ ]  Shorter workday/Normal workweek[ ]  Shorter workweek/Normal workday[ ]  Block(s) of VR leave[ ]  Intermittent VR leave (specify pattern, if any:       )[ ]  Combination of schedule options |
| Employee Signature |  | Date |

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| **Supervisor Approval** |
| I agree to the proposed temporary adjustment in professional obligation and understand that this employee will work a prorated share of his or her normal schedule over the duration of the agreement period. |
| [ ]  Approved [ ]  Disapproved (attach written justification and transmit to Human Resource Management) |
|  |  |  |
| Signature |  | Date |

|  |
| --- |
| **Cabinet Member Approval** |
| [ ]  Approved [ ]  Disapproved (attach written justification and transmit to Human Resource Management) |
|  |  |  |
| Signature |  | Date |

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| **Human Resource Management** |
| Reviewed and processed by: |
|  |  |  |
| Human Resource Management Signature |  | Date |

\*According to SUNY Policies of the Board of Trustees, Article XI Appointment of Employees, Title H. Appointment Year, §2, Professional Obligation. The professional obligation of an employee consistent with the employee’s academic rank or professional title shall include teaching, research, University service and other duties and responsibilities required of the employee during the term of the employee’s professional obligation.