**Application for Voluntary Reduction in Work Schedule (VRWS)
State University Professional Services Negotiating Unit (UUP) and M/C**

# Schedule for Use of VR Time

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| Name: |       |
| Department: |            |

### **Instructions:**

1. Solely as a matter of computational convenience, for purposes of creating a schedule for accruing and using leave hereunder, a “day” is defined as eight hours This definition is not intended to have any wider application and does not otherwise reflect any agreement or acknowledgment as to the length of a workday
2. In the Payroll Period/Dates column, indicate beginning and ending dates of each pay period covered by the Voluntary Reduction in Work Schedule (VRWS) agreement
3. For each pay period, indicate all days/time worked (include number of hours worked) and days/time not worked in the Days/Time Worked columns, that is, indicate all pass days and all VR leave If using other accruals in conjunction with the VR schedule, these days/time should also be included in the schedule Use the codes listed below to indicate category of days/time
4. 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
5. For partial day absences, indicate number of hours worked/off and code for category of leave (example, 60-W; 2-VR)

Work/Leave Category Codes: VR (VR Leave), AL (Annual Leave), W (Day Worked), X (Pass Days). If you have any questions, please contact Human Resource Management at 878-4822.

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| Payroll Period / Dates | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed |
| 1 |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
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