

I. PURPOSE

To provide employees a program that affords them the opportunity to request a reduced work schedule.

II. POLICY

It is the policy of the Agency to offer employees the option to request a less than a full-time schedule. Salary will be based on the number of hours worked and benefits may also be reduced proportionately.

III. PROCEDURE

Each program will be six (6) months in duration. Employees may apply for the reduced work hour program only during an annual designated period.

This program allows employees the opportunity to trade salary for additional time off. The scheduling of the time off may be:

- to reduce the work day;
- to reduce the work week;
- or it may be taken in a block of a day or more at a time as vacation is taken.

Requests must include specific days and dates, in writing, and be approved by the employee's supervisor and their Division Director prior to sending the request to the Personnel Department for contract preparation.

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