



Voluntary Reduction in Work Schedule – Schedule for Use of VR Credit
 State University Professional Services Negotiating Unit

Name: _____ Campus Code: 28190

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, 6.0-W; 2-VR).

Work/Leave Category Codes: **VR** – VR Leave, **AL** – Annual Leave, **W** – Day Worked, **X** – Pass Days

Payroll Period/ Dates	Days / Time Worked													
	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We
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2														
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