

# Voluntary Reduction in Work Schedule (VRWS)

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Voluntary Reduction in Work Schedule (VRWS) is a program that allows employees to voluntarily trade income for time off. The VRWS program is available to eligible annual-salaried CSEA, PEF, UUP, M/C Professional and M/C Classified employees. Individual VRWS agreements may be entered into for any number of payroll periods up to a maximum of 26 biweekly pay periods in duration and must expire at the end of the last payroll period in the fiscal year, i.e. March 1, 2019 – March 31, 2020. VRWS permits employees to reduce their work schedules to reflect personal needs and interests.

Employees can decrease their salary while reducing their workday or work week. Or, employees can decrease their salary while continuing to work full time to bank leave credits to use at a later time (see Appendix A).

## Eligibility:

1. Employees are required to be employed to work on a full-time annual salaried basis for a minimum of one bi-weekly payroll period immediately prior to the time of entry into the VRWS Program. Time on paid or unpaid leave from a full-time annual salaried position satisfies this requirement, **and**
2. UUP employees must have a continuing, permanent, or term appointment, **and**
3. Employees must remain in a full-time annual salaried position during the term of the VRWS agreement, **and**
4. Employees must have one continuous year of State service on a qualifying schedule (any schedule which entitled the employee to earn leave credits, not necessarily a full time schedule). Periods of leave without pay of any duration are not counted toward the one year service requirement.
5. For UUP employees, authorized leave with pay under the SUNY Policies of the Board of Trustees will count toward the one year service requirement, except leaves of absence for Title F leave or sabbatical leave immediately preceding a request for VRWS.

## How it works:

- Participating employees may reduce their work schedules (and salaries) a minimum of five (5) percent, in five (5) percent increments, up to a maximum of thirty (30) percent.
- The employee and supervisor can establish a VRWS agreement on a fiscal year basis of any number of payroll periods in duration from one (1) to twenty-six (26).
- Employee accrual rates will be reduced depending on accrual rate and percentage of reduction taken for duration of agreement.
- The VRWS contract expires the last day of the last payroll period in the fiscal year.
- The VRWS agreement must begin on the first day of a payroll period and end on the last day of a payroll period. See payroll calendar at <https://www.geneseo.edu/hr/payroll-calendars>
- The employee and supervisor may, by agreement, discontinue or modify the VRWS agreement if the employee's needs or circumstances change.
- VR credits earned during an agreement may be carried on the employee's time card past the end of the individual VRWS agreement and past the end of the fiscal year but must be liquidated

by the September 30<sup>th</sup> deadline for classified staff and December 30<sup>th</sup> for UUP staff following the end of the fiscal year in which the individual VRWS agreement expires.

Below are several examples of ways VR time can be used. They are not intended to be restrictive. Combinations and variations should be considered for an employee's individualized schedule.

A. Shorter Workday/normal workweek

- a. A 10% reduction on a 37 ½ hour per week schedule could produce a work week of 5 days at 6 ¾ hours each. Or 5 days at 7.2 hours for a 40 hour per week schedule.
- b. A 20% reduction on a 37 ½ hour per week schedule could produce a work week of 5 days at 6 hours each. Or 5 days at 6.4 hours for a 40 hour per week schedule.

B. Shorter Workweek/normal day

- a. A 10% reduction could produce a 4 ½ day work week, either 37 ½ or 40 hour schedule.
- b. A 10% reduction could produce a work week of 3 days at 8 ½ hours plus a fourth day of 8 ¼ hours on a 37 ½ hour work week; or four days of 9 hours each on a 40 hour work week.
- c. A 20% reduction could produce a 4 day work week with no change in the length of the work day. Same for 40 hour work week.

C. Block of Time

With a 20% reduction for 10 pay periods, an employee can accumulate VR time to take a month off. By working the normal full schedule for 8 pay periods and banking VR time earned, an employee could take off 2 pay periods (a month). The employee would receive a paycheck representing a 20% reduction in pay for each of the 10 pay periods. At the end of the agreement period, employee returns to normal work schedule and salary.

**Accruals**

For the classified employees (CSEA, PEF, MC Classified) the program will reduce your accrual rates by the percentage of salary reduction taken for the duration of the agreement. For UUP, MC/Unclassified please contact Time and Attendance at 245.5616 for reduced accrual rates.

Ex for Classified; Currently accrue 4hours a pay period and have opted for the 10% reduction for 10 pay periods. For those 10 pay periods you will accrue 3.60 of time.

$4 \times 90\% (.90) = 3.60$  for 10 pay periods

## VRWS - VR Time Earned in Days

\*Only applies if you work a full time schedule and reduce your salary to earn VR time\*

<b>Percent Reduction Taken</b>						
<b>Number of Pay Periods</b>	<b>5%</b>	<b>10%</b>	<b>15%</b>	<b>20%</b>	<b>25%</b>	<b>30%</b>
	<b>DAYS</b>					
<b>1</b>	1/2	1	1 1/2	2	2 1/2	3
<b>2</b>	1	2	3	4	5	6
<b>3</b>	1 1/2	3	4 1/2	6	7 1/2	9
<b>4</b>	2	4	6	8	10	12
<b>5</b>	2 1/2	5	7 1/2	10	12 1/2	15
<b>6</b>	3	6	9	12	15	18
<b>7</b>	3 1/2	7	10 1/2	14	17 1/2	21
<b>8</b>	4	8	12	16	20	24
<b>9</b>	4 1/2	9	13 1/2	18	22 1/2	27
<b>10</b>	5	10	15	20	25	30
<b>11</b>	5 1/2	11	16 1/2	22	27 1/2	33
<b>12</b>	6	12	18	24	30	36
<b>13</b>	6 1/2	13	19 1/2	26	32 1/2	39
<b>14</b>	7	14	21	28	35	42
<b>15</b>	7 1/2	15	22 1/2	30	37 1/2	45
<b>16</b>	8	16	24	32	40	48
<b>17</b>	8 1/2	17	25 1/2	34	42 1/2	51
<b>18</b>	9	18	27	36	45	54
<b>19</b>	9 1/2	19	28 1/2	38	47 1/2	57
<b>20</b>	10	20	30	40	50	60
<b>21</b>	10 1/2	21	31 1/2	42	52 1/2	63
<b>22</b>	11	22	33	44	55	66
<b>23</b>	11 1/2	23	34 1/2	46	57 1/2	69
<b>24</b>	12	24	36	48	60	72
<b>25</b>	12 1/2	25	37 1/2	50	62 1/2	75
<b>26</b>	13	26	39	52	65	78