Application for Voluntary Reduction in Work Schedule (VRWS)

Agency Code:	Name:
Agency:	Title:
Division:	SG:
Office:	Line No: _____ NU:_____
Percent Reduction in Work Schedule requested:	Number of pay periods of participation: _____pay periods
VR Time to be earned during agreement period: _____days	
Beginning first day of pay period #_____, (date) _____, 20_____	Ending last day of pay period #_____, (date) _____, 20_____
Normal work schedule_____ hours/week; _____ hours/pay period.	Reduced average work schedule_____ hours/week; _____ hours/pay period.
VR Time earned_____ hours/week; _____ hours/pay period.	

Check type of Proposed Schedule of VR time use below. Specify schedule for use of VR time on page 2 of application.

A. ☐ Shorter workday/Normal workweek.

B. ☐ Shorter workweek/Normal workday.

C. ☐ Coordination with Alternative Work Schedule (AWS) arrangement: Longer workday/Shorter workweek.

D. ☐ Block(s) of time off.

E. ☐ Intermittent time off. (Specify pattern, if any.)_____

F. ☐ Combination of above.

Employee Signature:	Date:

☐ APPROVED

☐ DISAPPROVED (attach written justification and transmit to Personnel Officer)

Effective Date: _____

I agree to the proposed temporary adjustment in work schedule and understand that this employee will work a prorated share of his or her normal schedule over the duration of the agreement period.

Supervisor - Date	Section Chief/Office Head - Date

☐ APPROVED

☐ DISAPPROVED (Personnel Officer - Date)

_____

AGENCY: KEEP VRWS APPLICATION FORM ON FILE (9/00)

Application for Voluntary Reduction in Work Schedule (VRWS)
Schedule for Use of VR Time

Name:								Agency Code:							
Payroll Period_____		**Th**	**Fr**	**Sa**	**Su**	**Mo**	**Tu**	**We**	**Th**	**Fr**	**Sa**	**Su**	**Mo**	**Tu**	**We**
No.:	**Dates Covered:**														
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2															
3															
4															
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Instructions

1. In Payroll Period column, indicate beginning and ending dates of each pay period covered by the agreement.
2. For each pay period, indicate all days/time worked (include number of hours worked) and days/time not worked, that is, indicate all pass days and all VR time off. If you plan to use other accruals in conjunction with VR schedule, these days/this time should also be included in the schedule. Use the codes listed below to indicate category of days/time.
3. 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.
4. For partial day absences, indicate number of hours worked/off and code for category of leave (for example, 5.5-W; 2-VR).

Work/Leave Category Codes

VR - VR Leave AL - Annual Leave
W - Day Worked X - Pass Days

(9/00)