

Human Resources Fact Sheet

Voluntary Reduction of Hours for Summer

As part of the President's plan for one-time budget cuts for FY17, full-time employees are eligible to participate in a voluntary reduction of summer hours from 40 to 32 per week, and corresponding pay. The reduced schedule of working hours for the summer must be approved by the supervisor.

To process this request:

1. A supervisor must submit a Job Data Change form. On the form, please show the reduced number of hours, the start date, and end date. This is available until summer hours are over and the regular university schedule begins.
2. A note from the employee requesting the reduction attached to the form.
3. The form must be reviewed and approved by the Appointing Authority.
4. The form will then be sent to HR to initiate processing.
5. Payroll will recalculate the adjusted pay.

If the position is critical to university operations the request may be denied. The reduction of hours is applicable to the entirety of the summer schedule in calendar year 2016. If you have any questions please contact HR or Payroll.