

Voluntary Reduction in Work Schedule (VRWS)

The VRWS program allows an employee to enter into a voluntary agreement with their supervisor for a designated period (from 1 to 26 bi-weekly payroll periods) in which the employee voluntarily trades a reduction in income for time off for later use for specified time.

Participants may also choose to reduce their FTE by voluntarily reducing work schedules between 5 percent and 30 percent (in 5 percent increments). VRWS can offer the opportunity for flexibility to plan for and support work-life balance needs.

VRWS can take a couple of different forms:

- **Shorter workday/Normal workweek:** 10% reduction on a 37.5 hour per week schedule would be 5 workdays at 6.75 hours
- **Shorter workweek/Normal workday:** This may be an option for employees during such periods as the "holiday break" who lack leave accruals and would otherwise be placed on leave without pay, or prefer not to exhaust their leave accruals to take the time off.
- **Block of time:** This is a good alternative for employees in academic departments who may wish to take a month off during the summer or reduce their schedule in the summer.
- **Intermittent VR leave (specific pattern):** Observing an alternating schedule for example 1 week 2 weeks a month full time, 2 weeks a month reduced schedule.
- **Overall reduction of FTE:** Minimum of 5% and no more than 30% (in 5% intervals) with corresponding reduction in pay. If you are within 3 years of retirement, you are advise to understand how this could impact your retirement goals

Requirements:

- Must be in UUP, CSEA, PEF, or be Management/Confidential employee.
- Employee must have one continuous year of SUNY service at the campus at which they are employed on a qualifying schedule (any schedule which entitled the employee to earn leave credits.)
- Full-time employees are required to have a continuing appointment, permanent or term appointment and be employed to a work on a full-time annual salary 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.
- The employees must remain in full time, continuing, permanent or term appointment positions during the term of the VRWS agreement

Participating in VRWS- What to expect.

- There is no impact to health insurance coverage, the employee remains covered. For professionals in UUP, benefits eligibility is based on the salary earned; if the earnings are more than the minimum for benefits eligibility per year, health, dental, prescription and vision remain the same.
- Retirement benefit earnings are reduced based on the VRWS percentage
- There may be an impact to your retirement benefit earnings with this change
- Annual leave credits are based on the VRWS percentage
- Operational needs must be considered in approving any proposed schedule change.

How to participate:

We encourage you to check with payroll to fully understand how VRWS will appear in your paycheck.

Talk with your supervisor about your interest in participating in the VRWS and discuss the percentage of reduction and the schedule you are proposing while on VRWS.

Complete the VRWS form, review with your supervisor who would then send the form to HR.

https://www.newpaltz.edu/media/human-resources/vrws_application_and_timesheet_3-2015.pdf

www.paycheckcity.com can be a helpful tool for understanding how a reduced schedule will impact your pay but please note this should not replace consultation with payroll.