
E-3i(23) PROCEDURE Benefits for Eligible Employees: Temporary Voluntary
Reduced Time

Temporary Voluntary Reduced Time

The intent of this policy is to provide a procedure where an employee may request a temporary voluntary reduction in work time. Normally, this policy would be used for reasons such as a personal problem, a family problem, a medical problem, a requirement to attend college full-time to complete a degree, etc. This policy is not intended to be automatic with the filing of a request and the development of a plan. This policy is not intended to be used repeatedly by an employee to create an ongoing reduction in the FTE of their position.

Upon the recommendation of the President and approval of the Southeast Community College Board of Governors, a temporary voluntary reduction in work time may be granted an employee who:

1. Has at least two consecutive years of service with the College working eight-tenths (0.80) time or more.
2. Agrees to remain responsible for seeing that their work assignment continues to be performed satisfactorily.
3. Develops a written request for a temporary voluntary reduction in work time which includes:
 - a. The beginning and ending dates
 - b. The reason or justification for the request.
4. Meets with his or her supervisor to review the request and to develop a written plan which details how the employee's work assignment will be accomplished during the temporary voluntary reduction in work time. The request and plan must be approved or disapproved, in writing, by the supervisor.
 - a. All parties will make a good faith effort to develop a plan.
 - b. The plan may include the need to hire a part time replacement.
 - c. All parties recognize that in some circumstances it may be impossible to develop a plan.
 - d. All parties recognize that even if a plan is developed the request may not be approved. A request may be refused for reasons such as:
 - i. granting the request would adversely affect the work load/flow.
 - ii. the request is the second or more in a series of requests that would create an ongoing reduction in the FTE of the position.
5. Forwards the request, plan, and supervisor's approval through any other levels of supervision to the Administrative Representative. The Administrative Representative must approve or disapprove the request and plan in writing.

Adopted Date: 07/01/2001