

If you will be participating in the 4/10 work schedule (you are not requesting use of Vacation, Comp Time, or a Reduced Workload) you do not need to submit this form.

If you do not want to participate in the 4/10 work schedule (will be working your regular schedule) please only complete this portion of the form and obtain a signature from your supervisor.

Employee Name _____ Title _____ Location (MVC/NC/RCC/District) _____

I wish to not participate in the 4/10 work schedule. (I will be working a regular work schedule; i.e. 8hr/5day wk)

Employee Signature _____ Date _____ Supervisor Signature _____ Date _____

REQUEST FOR USE OF COMPENSARY TIME, VACATION OR REDUCED WORKLOAD

I wish to use compensatory time, vacation, or request a reduced workload during the 4/10 work schedule beginning June 9, 2024 through August 10, 2024. I understand that if I elect to take a reduced workload my salary will be reduced during this time period.

Request for Vacation and/or Comp Time:

I, _____, request to use _____ hours of vacation and/or comp time
(Print Employee Name)
each day during the period of June 9, 2024 through August 10, 2024.

Employee Title: _____ Location: _____
MVC/NC/RCC/District

Employee Signature _____ Date _____ Supervisor Signature _____ Date _____

Request for Reduced Work Load:

I, _____, would like to request a reduced workload during the period of
(Print Employee Name)
June 9, 2024 through August 10, 2024. I understand that this will reduce my pay for this time period and that my current vacation balance will not be used. (The reduced workload will not impact your benefits during the summer hours.)

Please reduce my hours from 40 hours per week to: (check one)

32 hours per week (8 hours per day)

36 hours per week (9 hours per day)

Employee Title: _____ Location: _____
MVC/NC/RCC/District

Employee Signature _____ Date _____ Supervisor Signature _____ Date _____

ALL REQUESTS ARE SUBJECT TO SUPERVISOR APPROVAL

PLEASE RETURN THIS FORM TO HUMAN RESOURCES & EMPLOYEE RELATIONS, NO LATER THAN
Friday, May 31st

Remarks:

- Election for reduced workload is irrevocable.
- Don't send the Absence Affidavits to Payroll if you apply for **reduced workload**.
- Absence Affidavits and the Attendance Reports should be sent to payroll when employee uses **vacation or comp time**.

cc: Payroll