

THE COUNTY OF SONOMA
VOLUNTARY HOURS REDUCTION (VHR) PROGRAM REQUEST FORM

INSTRUCTIONS: Carefully read the conditions outlined in the Voluntary Hours Reduction (VHR) Program. Complete this request form (*please print*), indicating the days/times/hours you are requesting VHR, and submit it to your supervisor who will route it to your Department Head or designee for approval (1); then to the Department Payroll Clerk for processing and filing.
NOTE: More than one request form may be submitted during the program period.

Name: _____ Employee #: _____

Job Class: _____ Bargaining Unit: _____ Department: _____

VHR Start Date:		VHR End Date:	
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(VHR End Date must be the last day of a pay period, not to exceed 6 months in length or beyond June 27, 2022.)

Day of the Week	Work Start & End Time	VHR Start & End Time	Total Work Hours	Total VHR Hours
Tuesday (First day of Pay Period)				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Monday (Last day of Pay Period)				
			Total Hours per Pay Period	

1 Departments may develop their own routing process instructions in addition or instead of the above based on what they deem most effective for their respective departments. Provide completed form to your Supervisor unless instructed otherwise.
 20-22 VHR Form Final Draft 12.17.20.doc

Notes:

This request is an agreement between the employee and department head or designee as outlined above and in the VOLUNTARY HOURS REDUCTION (VHR) PROGRAM 2020-2022 document. This agreement is subject to approval, and management reserves the right to institute and revoke the agreement with a minimum of two weeks' notice to the employee. The last day of VHR must coincide with the last day of a pay period (i.e. the employee must return to their regular FTE on the first day of a pay period). Full-time employees may request to reduce their FTE, temporarily, by up to 25% of their regular work schedule (20 hours per pay period). VHR for part-time employees cannot result in a temporary FTE of less than 0.50.

Employees participating in VHR may not use accrued leaves during the eligible period in excess of their reduced FTE.

The request must include a defined start and end date from January 12, 2021 through June 27, 2022, not to exceed 6 months in length. For impacts to benefits, refer to the program document and the applicable MOU/Salary Resolution. VHR may be taken in increments of not less than one hour. VHR shall not be available to employees on leaves without pay.

By signing this document, I certify I am in agreement with the above:

Employee Signature: _____ **Date:** _____

Comment: _____

Department Head Authorization: _____ **Date:** _____

Comment: _____