

V-time Schedule Form

I Personal Information	
Employee Name (first, middle, initial, last)	Campus Extension
Social Security Number:	Employee Id:
Supervisor's Name	Department:

II. Eligibility Questions <small>(You must answer "yes" to the following questions to be eligible.)</small>	Yes	No
Are you a full-time staff employee?	<input type="radio"/>	<input type="radio"/>
Have you completed two (2) years of continuous full-time service? ¹	<input type="radio"/>	<input type="radio"/>
Have you read and understood the V-time policy	<input type="radio"/>	<input type="radio"/>
Has 24 months elapsed since a previous V-time arrangement?	<input type="radio"/>	<input type="radio"/>

III. V-time Arrangements	
V-time Start Date ²	V-time End Date ²
Number of hours to be worked over V-time arrangement per week (not including unpaid lunch hours) ³	Percentage of reduced work schedule ³

¹ Continuous service is counted as service starting with an employee's most recent date of full-time employment.
² The duration of the V-time arrangement can not be less than six months or more than two years. Your start date must be at the beginning of a payroll pay period.
³ Reduced scheduled hours and duties under one V-Time arrangement (reduction, may be between 10 to 50 percent). Percentages must be in whole numbers.

IV. Acknowledgement/Agreement <small>Please read carefully, sign and date to indicate that you have read and comply with the terms of the policy.</small>
<p>By signing this form, I acknowledge that decisions regarding participation and continuation in the V-Time arrangement are at the discretion of my manager. Additionally, I am aware that I may not be able to immediately return to my former work schedule before the agreed-to end date. Also, I understand that returning to my regular full-time employment is not guaranteed even though the arrangement has a specific end date. If a return to normal full-time employment cannot be accommodated within two years of the beginning of the V-time arrangement, then I will be automatically transferred into part-time status and a reduction in pay and benefits may result. Finally, I am aware that during my V-time arrangement my pay will be reduced as well as my benefits that are calculated as a percent of pay.</p>
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; border-top: 1px solid black; text-align: center;">Signature</div> <div style="width: 45%; border-top: 1px solid black; text-align: center;">Date</div> </div>

APPROVAL

Supervisor _____ **Date** _____

VP/Dean _____ **Date** _____

VP of H/R _____ **Date** _____