

Drake University
Voluntary Reduced Schedule Program Request

Introduction and Background

The Drake University Voluntary Reduced Schedule Program is designed to provide Drake University non-bargaining unit non-grant funded full-time staff employees with the option of requesting a reduced schedule, at a corresponding reduced rate of pay, for a period of one year (fiscal year 2010). The program contemplates a return to a full schedule after the one-year reduced schedule period. Employees interested in requesting a voluntary reduced schedule should complete this request form and discuss it with their manger. If the manager approves the request, the manager should sign this form and forward it to the appropriate VP or Dean level administrator for final approval. The completed form should then be sent to Human Resources. **The application deadline is April 30, 2009. All requests must be RECEIVED in Human Resources by 4:30 p.m. on April 30.**

Reduced Schedules Available

Employees may request one of the following work schedules:

- Nine, ten, or eleven month appointments (taken consecutively, typically during the June 1 – August 31st timeframe)
- Eighty (80) percent appointments
- Nine, ten, or eleven 80 percent appointments

In each reduced schedule option above, the employee's base compensation is reduced, on a pro-rata basis, to reflect the new appointment. Salary based and time-off benefits are impacted on a pro-rata basis, except for life insurance which will remain at the full annual compensation level.

Request Information

<u>Name</u>	
<u>Title</u>	
<u>Banner ID</u>	
<u>Department</u>	

Type of Appointment Requested:

- 9 month appointment, beginning _____
- 10 month appointment, beginning _____
- 11 month appointment, beginning _____

- 80% appointment

Provide a brief description of proposed schedule:

Note: If requesting a 9, 10 or 11 month appointment AND an 80% schedule, check BOTH applicable boxes above.

I have read and understand the terms of the Voluntary Reduced Schedule Program found on the Human Resources web site.

Signature

Date

Manager Approval

I have reviewed the proposed reduced schedule with the requesting employee and, taking into account operational need, impact on the department and other relevant factors, hereby

- approve this request for a reduced schedule;
- deny this request for a reduced schedule

Signature

Date

Attention Manager: Please discuss this request with the senior level administrator for your area (VP, Provost, Dean, CIO, Dean of Students, etc.) and forward for their signature. Please help ensure this form is returned to Human Resources by 4:30 p.m. on April 30, 2009.

Senior Level Administrator Approval

I have reviewed the proposed reduced schedule and, taking into account operational need, impact on the department and other relevant factors, hereby

- approve this request for a reduced schedule;
- deny this request for a reduced schedule.

Signature

Date

Attention Sr. Level Administrator: Please forward this form to Human Resources by 4:30 p.m. on April 30, 2009.

RETURN THIS FORM TO HUMAN RESOURCES BY 4:30 P.M. ON APRIL 30, 2009