



County of San Bernardino VOLUNTARY TIME OFF (VTO)

Voluntary Time Off (VTO) allows eligible employees with regular status to voluntarily take time off without pay and without losing specific fringe benefits and leave accruals, which are dependent upon being in a paid status.

REFERENCES

Current County Memoranda of Understanding (MOU) or Compensation Plan

FORMS REQUIRED

Voluntary Time Off (VTO) Request

MANDATORY FIELDS

All

GENERAL INFORMATION

The following parameters apply for VTO:

1. Probationary employees are not eligible for VTO unless they have previously held regular status in another position.
2. VTO may be taken in the same manner as vacation time except that VTO must be taken in one (1) hour increments.
3. VTO is limited to eighty (80) hours per calendar year (calendar year refers to pay period 1 through pay period 26, or 27 when applicable) for full time employees, i.e. scheduled to work eighty (80) hours per pay period, and a pro-rated limit based on regularly scheduled hours for part-time and job share status employees.
 - a. This limit applies to all units with VTO provisions with the exception of the Nurses Unit. Employees in the Nurses Unit do not have a limit set for VTO time taken in light of the Low Census Time Off Article.
4. Employees in the following specified units must have leave balances, excluding sick leave, equal to or exceeding the amount of VTO requested or the VTO request will be denied: Attorney, Nurses, Specialized Peace Officer, Specialized Peace Officer Supervisory, and Probation Units. An exception will be made for Nurses Unit employees when VTO is used in relation to low census time off.
5. When VTO is taken, leave accruals continue as if the employee was in paid status. Vacation maximum accrual limits will be extended by the amount of VTO taken provided that the employee takes the vacation time off during the first thirteen (13) pay periods of the following calendar year.
6. VTO hours coded shall be included as time worked toward satisfying applicable hour requirements to receive benefits as specified by the Benefit Plan article of the applicable MOU or Compensation Plan.
7. VTO hours coded will not count as hours worked for purposes of computing overtime, if applicable.
8. Contribution to the retirement system, under the Retirement System Contributions Article will only be paid if the employee is in paid status in any pay period in which VTO is used and the employee receives sufficient earnings to fully satisfy the employee's share of his/her retirement contribution, if any, in that pay period.
9. VTO may not be used for situations that would otherwise require leave without pay or in conjunction with leave without pay. VTO may be used only by an employee who is otherwise in paid status.
10. An employee meeting VTO eligibility requirements may utilize VTO time upon approval, by the appointing authority, of a VTO request submitted by the employee. VTO is an entirely voluntary program. No employee may be required to take VTO.
11. VTO hours shall count as service hours for the purpose of merit advancements.
12. VTO shall be pro-rated for job sharing and part-time employees based on regularly scheduled hours.

PAYROLL SPECIALIST RESPONSIBILITIES

- Ensure most current form is submitted
- Audit request for completeness
- Verify employee is eligible and has regular status
- Verify leave balances (excluding sick leave) are equal to the VTO time requested **(Note: Check requirement in applicable MOU or Compensation Plan)**
- Retain copy for department file
- Forward to HR- EBSD

DEADLINES

Refer to Master Calendar for EMACS Processing

RELATED FORMS

Time Sheet Amendment

Time and Labor Report

RELATED PROCEDURES

Time and Labor

Time Sheet Amendment