



# VOLUNTARY TIME OFF (VTO) REQUEST

Must print in Black or Blue ink ONLY

<b>Employee ID</b>	<b>Rcd No.</b>	<b>Last Name, First Name</b>	<b>Telephone</b>
<b>Company</b>	<b>Department</b>		<b>Union Code</b>
<b>Date From</b>		<b>Date To</b>	<b>Total Hours</b>

### EMPLOYEE

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 the increment is one (1) hour and is limited to eighty (80) hours per calendar year. VTO shall be prorated for job sharing and part-time employees based on regularly scheduled hours. For employees in the Nurses Unit, there is no limit on the number of VTO hours that may be taken.
3. Existing leave balances, excluding sick leave, must equal or exceed the amount of VTO being requested. (Note: This requirement **does not** apply to employees in the following units: Teamsters 1932, Exempt, Special Districts/Fire Exempt, Water and Sanitation, Special Districts/Fire Non-Represented, Emergency Services and Specialized Fire Services).
4. 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. VTO time counts as time worked toward satisfying the required hours to receive the benefits as specified in the Benefit Plan Article of the applicable MOU or Compensation Plan.
5. VTO does not count as hours worked for purposes of computing overtime, if applicable.
6. Contribution to the retirement system, under the Retirement System Contributions Article will only be paid if the employee is in a 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.
7. 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.
8. VTO may be taken by request of eligible employees and upon approval of the appointing authority. VTO is an entirely voluntary program. No employee may be required to take VTO.
9. VTO hours shall count as service hours for the purpose of merit advancements.

<b>Employee Signature</b>	<b>Date</b>
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<input type="checkbox"/> Approved <input type="checkbox"/> Denied	<b>Appointing Authority or Designee Signature</b>	<b>Date</b>
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### PAYROLL SPECIALIST VERIFICATION

<b>Regular Status</b>	<b>Leave Type</b>	<b>VAC</b>	<b>HOL</b>	<b>COMP</b>	<b>ADM</b>	<b>ANN</b>	<b>ATY</b>	<b>PTO</b>	<b>PAL</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Current Balance</b>								
<b>Payroll Specialist (Print &amp; Sign)</b>						<b>Telephone</b>	<b>Date</b>		

### Office Use Only

<input type="checkbox"/> Eligibility Verified <input type="checkbox"/> Corrections made to request/ <input type="checkbox"/> Department notified	<b>Comments:</b>
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<b>EBSD-HR Designee (Print &amp; Sign)</b>	<b>Date</b>
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