

## **Voluntary Time Off Without Pay Program**

### **Frequently Asked Questions For Supervisors**

#### **Who can sign up for the Voluntary Time Off Without pay Program?**

All full-time faculty and staff are eligible to participate in the Voluntary Time-Off Without Pay Program.

#### **Do the employees I supervise have to participate in this Program to help the university during this difficult time?**

No. The Time Off Without Pay Program is a voluntary program.

#### **If my employees can't participate in the Time Off Without Pay Program what other programs could they consider?**

We understand you may have employees who are not able to participate in the Time Off Without Pay Program. The option of making a gift to Hamline University is always available as an alternative.

#### **When does the time off without pay have to be taken?**

Time off without pay can be taken at any time between July 1, 2012 and June 30, 2013 with supervisor approval. The time must be scheduled at times that will not negatively impact the operational needs of the department/unit/college and its ability to provide a positive student learning experience. A staff employee in an exempt job classification must ensure he/she is earning at least \$455 per week to maintain the exempt status. Please refer any questions to Human Resources.

#### **How many days can an employee have as time off without pay?**

An employee may take up to ten (10) work days as time off without pay during the 2013 fiscal year (July 1, 2012 – June 30, 2013).

#### **Can the time off without pay be taken in single hour increments?**

No. The time off without pay must be taken in full day increments to comply with federal and state wage and hour regulations.

#### **What happens when two employees are requesting the same date(s) to be taken as time off without pay?**

The business needs of the department/unit/college must be taken into consideration. If business needs will not accommodate both requests, you will need to go back to each employee explaining the situation and suggest a different date. You may use the same process you follow when this type of situation occurs with vacation requests.

## **Voluntary Time Off Without Pay Program**

### **Frequently Asked Questions For Supervisors**

#### **Can an employee spread the time off without pay over multiple pay periods?**

Yes. The employee does not have to take the time off without pay as consecutive days. The employee, with your approval, can schedule the time off without pay over several pay periods as long as the time taken is in full day increments, and an exempt staff employee earns the required minimum weekly salary of \$455 during the pay period in which time off without pay is taken.

#### **Can I deny an employee's request to participate in the Time Off Without Pay Program?**

The Time Off Without Pay Program is a voluntary program. However, the business needs of the department/unit/college must be taken into consideration to ensure operational needs of the department/unit/college and its ability to provide a positive student learning experience are maintained. You may need to ask your employee(s) to adjust the requested time off date(s) to alternate date(s).

#### **Why can't an employee work from home on a day that has been designated as time off without pay?**

We are required by federal and state employment laws to provide compensation to an employee who works for us for the duties and responsibilities that have been assigned regardless of where the work is completed. Asking an employee to complete job duties and responsibilities when taking the day off without pay is an unfair labor practice. The university will not support unfair labor practices.

#### **What is the process for requesting time off without pay?**

Any employee interested in participating in the Voluntary Time Off Without Pay Program will need to complete the *Intent To Participate Form*. The Form can be found on the Human Resources website at <http://www.hamline.edu/benefits>. The employee will need to click on the word, Benefits, on the left navigation menu. Upon actual taking of Voluntary Time Off Without Pay, the employee would need to complete and submit the *Days To Be Taken Form* to Human Resources for processing.

#### **What happens if an employee chooses not to participate right away when the program is introduced, but at a later time decides that he/she wants to participate?**

The employee would still have an opportunity to participate because the program will be available for participation throughout the fiscal year (July 1, 2012 – June 30, 2013). At the time the employee determines he /she wants to participate, the *Intent To Participate Form* would need to be completed by the employee and the appropriate approvals obtained. The completed, approved form would need to be submitted to Human Resources. At the time the actual dates of the days to be

## **Voluntary Time Off Without Pay Program**

### **Frequently Asked Questions For Supervisors**

taken are determined, the employee would need to complete and submit the *Days To Be Taken Form* to Human Resources for processing.

#### **Will Hamline continue to provide its contributions towards the employee's medical and dental coverage?**

If an employee is currently receiving a contribution from Hamline towards his/her medical and dental coverage, the employee will continue to receive the contribution provided he/she continues to pay his/her portion of the premium.

#### **What happens to an employee's pay if a holiday occurs on the day before or after a day the employee has designated as time off without pay?**

The employee, if eligible for holiday pay, will receive the holiday pay based on his/her current appointment.

#### **Will a staff member's sick leave accrual be impacted by taking time off without pay under this Program?**

No. Participation in the Program will not have an impact on the sick leave accrual the staff member is eligible to receive.

#### **Will a staff member's vacation allocation time be reduced by the number of days the staff member has elected to designate as time without pay?**

No. Participation in the Program will have no impact on the vacation allocation the staff member is eligible to receive.

#### **By participating in this Voluntary Time Off Without Pay Program will an employee lose his/her eligibility for Family Medical Leave?**

No. An employee will not lose his/her eligibility for Family Medical Leave because the employee is participating in the Voluntary Time Off Program.

#### **Will Hamline continue to make the same employer and any matching contributions the employee is currently receiving to his/her retirement account during the pay period in which time off without pay is taken?**

No. The employer and matching contributions are based on salary paid. During a pay period where time off without pay is taken, the employee's salary will be reduced by the number of time off without pay days that are taken. Therefore, the employer and if applicable, matching contributions will be made on the reduced salary the employee will receive for that pay period.

## **Voluntary Time Off Without Pay Program**

### **Frequently Asked Questions For Supervisors**

**Can I deny an employee's request to participate in this program if they are currently not meeting the expectations of their position?**

The Voluntary Time Off Without Pay Program is a voluntary program. As a supervisor you must manage work performance as you have in other cases.