



## VOLUNTARY TIME OFF WITHOUT PAY PROGRAM 5/3/2012

### Program Statement

Hamline University's Voluntary Time Off Without Pay Program ("Time Off Program") is a voluntary program for full-time faculty and staff. The Time Off Program is intended to provide an option for all to help the university respond to budget challenges in tough economic times. The Time Off Program requires a mutual agreement between the employee and his or her supervisor/department head and Dean (if applicable), subject to final approval by the Vice President with authority over the area in which the employee works or, if none, the person reporting directly to the President with responsibility over the area. *Employees intending to participate in this program must complete the Voluntary Time Off Without Pay Intent to Participate Form ("The Form"). The Form must be signed by the employee and his/her supervisor/department head and Dean (if applicable), as well as, the Vice President or President's direct report with authority over the area in which the employee works.* **To help with our budgetary planning, we would like for the Form to be submitted to Human Resources no later than May 31, 2012. However the program will be available for participation throughout the 2013 fiscal year (July 1, 2012 – June 30, 2013).**

### Eligibility

The Time Off Program is open to all faculty and staff.

### General Program Details

#### Faculty

- a) A full-time Faculty member may take up to ten (10) work days off without pay.
- b) Time off without pay 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.
- c) Must be scheduled between July 1, 2012 and June 30, 2013 and during semester breaks or at times when classes are not in session or at times that will not interrupt time in class or with advisees with Dean approval.
- d) Must be taken in full day increments.
- e) Time off must be recorded on the Voluntary Time Off Without Pay Days To Be Taken Form.

#### Staff

#### Non-Exempt Staff

- a) A non-exempt staff member may take up to ten (10) work days off without pay.
- b) Time off without pay 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.
- c) Must be scheduled between July 1, 2012 and June 30, 2013 with supervisor approval.
- d) Must be taken in full day increments.
- e) Time off must be recorded on the Voluntary Time Off Without Pay Days To Be Taken Form.
- f) Unpaid time off may be taken as a single day or as multiple days within the biweekly pay period.



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Staff Continued

Exempt Staff

- a) An exempt staff member may take up to ten (10) work days off without pay.
- b) Time off without pay 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.
- c) Must be scheduled between July 1, 2012 and June 30, 2013 with supervisor approval.
- d) Must be taken in full day increments.
- e) Time off must be recorded on the Voluntary Time Off Without Pay Days To Be Taken Form.
- f) Unpaid time off may be taken as a single day or as multiple days within the monthly pay period. However, because an exempt staff member participating in the Time Off Program must earn a minimum of \$455 each week time off without pay is taken, he/she cannot take 5 consecutive days off in any week during the monthly pay period. This ensures the job classification is not at risk of losing its exempt status.

Impact on Employment Status

The employment status of an employee participating in the Time Off Program will remain in an active status during the pay period in which the time off without pay is taken. Time off taken without pay will not create a break in service.

Impact on Salary

The pay of an employee participating in the Time Off Program will be reduced during the pay period in which he/she is taking time off without pay.

Impact on Benefits

Leave taken under the Time Off Program will not negatively impact the eligibility requirements for all the benefits he/she is currently receiving based on the conditions of his/her current appointment.

An employee participating in the Time Off Program must have enough days of pay earned, during the pay period in which time off without pay is taken, to deduct his/her portion of the premium payment for his/her enrolled benefits (i.e. medical, dental, supplemental life, vision, long term disability, long term care and MetLaw), and for his/her Flexible Spending Account and/or Health Savings Account contributions. Hamline will continue to pay the employer portion of the premium provided the employee is paying his/her portion of the premium.

Hamline will continue to provide an employer and if applicable, matching retirement contribution to an eligible participating employee's retirement account, but it will be based on the reduced salary paid during the pay period in which the time off without pay is taken. These contributions are subject to the contribution levels allowed by law. The employee will continue to have access to his/her retirement accounts as provided by the plan documents.

**(For staff positions only)** Vacation and sick leave accruals are not impacted by participation in this program.



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Position Elimination

Participation in the Time Off Program does not exempt the employee's position from workforce reductions, organization restructuring or workload adjustments.

Program Modifications

Hamline reserves the right to amend or terminate the Time Off Program at any time with a 30 day notice provided to the participating impacted employees.