



Policy Type: Administrative

Category: Personnel

Policy Name: Voluntary Reduced Work Hours Program

Policy Owner: Employee Services Agency

Policy Purpose

The purpose of this policy is to provide County employees with information related to the **Voluntary Reduced Work Hours Program** for full-time workers.

Policy Summary

The **Voluntary Reduced Work Hours Program** reduces an employee's work hours for a corresponding reduction in pay. Participation in the **Voluntary Reduced Work Hours Program** is made by mutual agreement between an employee and their department, and only employees on full time status are eligible for the program. Employees who wish to voluntarily reduce their work hours must submit a written request to their department within a designated period each year.

To view the current **Voluntary Reduced Work Hours Program** plan details, including the program period, reduced work schedule options, application form/contract, and the submission deadline for requests, please see the current **Voluntary Reduced Work Hours Application Form/Contract**, which can be obtained from the Employee Service Center, or online at [\[url\]/sites/policies/FormsrelatedtoPolicies/Voluntary-Reduced-Work-Hours-Memo-and-Application.pdf](#).



Procedures

See the **Voluntary Reduced Work Hours Application Form/Contract**. The **Voluntary Reduced Work Hours Application Form/Contract** can be found online at [url]/sites/policies/FormsrelatedtoPolicies/Voluntary-Reduced-Work-Hours-Memo-and-Application.pdf.

Definitions

None.

Frequently Asked Questions

None.

Related Policies

- Employer-Employee Relations - <https://saecommon.sccgov.org/countypolicy/Employer-Employee-Relations.pdf>

Related Forms and Information

- Voluntary Reduced Work Hours Application Form/Contract - [url]/sites/policies/FormsrelatedtoPolicies/Voluntary-Reduced-Work-Hours-Memo-and-Application.pdf



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History

Date	Changes Made
7/16/2018	Updated with new Voluntary Reduced Work Hours Memo and Application (8-13-18 through 2-10-19)
12/8/2014	Policy uploaded. (John Myers)