

## VOLUNTARY TIME-OFF REQUEST

Voluntary time off without pay – Employees are allowed to request voluntary time off without pay, subject to the approval of the Director of Human Resources. The appropriate appointing authority may recommend that the Director of Human Resources approve or deny such requests, based upon workload, staffing requirements, budgetary constraints and other factors which are pertinent to the respective department. Employees shall not lose any benefits as a result of taking voluntary time off without pay, including postponement of salary increments, continuation of insurance benefits, seniority and accrual of holiday time, sick allowance and vacation. No employee shall be allowed to take more than one hundred sixty (160) voluntary hours without pay in a calendar year and the position may not be filled during the employee’s absence.

To be filled out by the Employee

Employee Name:		SSN:        -   -
Classification:		Pay Range:
Hr. Rate	Payroll Unit:	Union:
Total No. VTO Hours Requested		
Dates:		
Employee Signature:		Date:

### APPROVALS

- Approved as requested
- Approved as follows:
- Denied

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Appointing Authority or Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Acceptance of Appointing  
Authority Review

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Human Resources

\_\_\_\_\_  
Date

