

AVPF Reduced Appointment With Vacation Form Non-bargained for Staff

INSTRUCTIONS: Employee should complete and submit this form to their supervisor at least eight weeks prior to the physician's estimated date of delivery. For adoption of a child, the employee should submit the request as soon as they are notified of a firm adoption date. The supervisor will review the request and forward it with their recommendation to the appropriate manager for a final decision. ***A copy of this form indicating the final decision will be returned to the employee within one week of the form's submission to the supervisor.***

DATE: _____ **EMPLOYEE ID#:** _____

TO: _____ **DATE OF HIRE:** _____
Supervisor

FROM: _____ **ESTIMATED DATE OF DELIVERY:** _____
Employee

Vacation Balance: _____ Hours **As of date:** _____

Upon my return to work following childbirth/adoption, ***provided I have sufficient vacation accrual***, I request that I be allowed to reduce my appointment by supplementing my time worked with my vacation accrual as follows:

BEGIN : _____ **END:** _____
Date (approximate) Date

Proposed work schedule:

<p>Monday _____ Hrs worked _____ Hrs vacation</p>	<p>Tuesday _____ Hrs worked _____ Hrs vacation</p>	<p>Wednesday _____ Hrs worked _____ Hrs vacation</p>
<p>Thursday _____ Hrs worked _____ Hrs vacation</p>	<p>Friday _____ Hrs worked _____ Hrs vacation</p>	

Return to full time appointment: _____
Date

I am aware of the following restrictions: ***Maximum duration for this type of request is 8 weeks. Time worked must equal a 50% or greater appointment. Employees may record either 4 or 8 hours of vacation per day. If the employee is absent due to illness or family care while working a reduced appointment through use of vacation time, the portion of the day normally recorded as vacation continues to be recorded as vacation time.***

Employee Signature: _____

_____ **Approved**

_____ **Disapproved**

Signatures:

_____/_____
Supervisor Date

_____/_____
Manager Date

If disapproved, please state reason below:
