

SEASONAL LEAVE OR REDUCED HOURS FREQUENTLY ASKED QUESTIONS (FAQs)

1. Who is eligible for the seasonal or reduced hours program?

All full-time and part-time staff members within all pay grade levels are eligible to apply for this program.

2. Will I be paid during a seasonal leave?

The seasonal leave is an unpaid leave. Please keep in mind that you will be responsible for paying insurance premiums up until the time you return to work. If desired, PTO can be used to cover any insurance premiums during the leave period. Please note on your request form if you would like to use PTO for insurance premiums. If request form is not noted, no PTO will be used.

3. Can I use PST or PTO to cover a portion of my seasonal leave so I can be paid?

Speak to your supervisor about taking time off as PST or PTO before or after your leave to incorporate PTO or PST time as part of your overall desired time away from work. The seasonal leave itself will be unpaid.

4. How should seasonal leave or reduced hours time be coded on the timecard?

Hours will be entered on the time card by the LaborWorx editor/approver using the Calendar Special code SLV for any regularly scheduled days during the seasonal leave or reduce hours period.

5. How will I know if I am approved for seasonal leave or reduced hours?

Your immediate supervisor will communicate approval, as appropriate, to you. Final approval is obtained by VP or above.

6. Once the leave/reduced hours are approved, who else will need to be notified?

Upon approval, the department management shall forward the completed and approved forms to the Employee Benefits Department prior to commencement of the request start date.

7. Once approved for seasonal leave or reduced hours, can I start planning to be off for the entire leave or reduced hours period?

Based on business needs, management staff may request that a staff member return to his/her full or partial work schedule before the expiration of the initially approved period. Staff must provide a phone number where they can be reached while on seasonal or reduced hours. Failure to return if called may result in voluntary resignation, although every effort will be made not to disturb your leave plans.

8. If approved for this program, will I return to my previous shift and/or schedule?

It is our intent is to return you to your previous shift and/or schedule. Every effort will be made to restore staff members to their previous shift and/or schedule, but it cannot be guaranteed.

9. Where can I find the application form?

The form can be found on the employee intranet under Work and Pay/Employee Benefits/Resources/Leave Forms.

If you have further questions about the program, please contact Sharon Faucett at 480.587.5350.