

ARTICLE TWENTY-SEVEN

VOLUNTARY TIME OFF (VTO) PROGRAM

Section 27.01. Conditions. The appointing authority, with the approval of the County Administrator, may grant a permanent or probationary employee voluntary time (unpaid leave of absence) without pay with right to return to the same position, subject to the following conditions:

- (a) Unpaid leave (VTO) may be taken in increments of one full hour.
- (b) This unpaid leave (VTO) shall be available only to departments using it in lieu of layoffs, with the approval of the County Administrator.
- (c) VTO shall be available to employees by voluntary pledge for the period of July 1, 1992 until rescinded.
- (d) VTO shall not exceed three weeks in any one pay period.
- (e) Credits toward sick leave, vacation and holiday eligibility shall accrue as though the employee were on paid status.
- (f) VTO shall apply toward time in service for step advancement, completion of probation, and toward seniority for purposes of layoff, but shall not be counted as time worked for overtime purposes.
- (g) VTO shall be granted without requiring employees to first use accumulated vacation and compensatory time off.
- (h) VTO shall be available only to employees who are on paid status the entire work day before the beginning of the VTO as well as the entire work day after the completion of the VTO.
- (i) VTO shall not be available to employees on other leave without pay.
- (j) Departments using VTO shall report the value of General Fund savings to the County Administrative Officer on a monthly basis to be reported to YCEA.

Section 27.02 Flexibility. Under the VTO program, employees shall take VTO for the period July 1, 1992 and until rescinded. Scheduling of VTO may be:

- (a) to reduce the work day (e.g., 7 hour work day)
- (b) to reduce the work week (one or more days off per pay period)
- (c) to be taken in a block of one day or one or more hours as an employee now uses vacation or compensatory time.

Section 27.03 Notice/Timetable. All affected employees shall be notified of the VTO program described herein in a timely manner, followed by an enrollment period which shall vary depending on the needs of the Department. This program will extend from July 1, 1992 to June 30, 1999. The employee shall submit a pledge for the number of hours/days the employee will take VTO. Joint agreement between the employee and his/her appointing authority will determine the exact hours/days to be taken off.

Section 27.04 Time Not Needed. If the County determines that the VTO program is not needed, those employees who have taken VTO hours shall have the same number of hours credited to their vacation accrual balance.