

**Application for Voluntary Reduction in Work Schedule (VRWS)
Schedule for Use of VR Time**

Name:		Agency Code:														
Payroll Period	No.:	Dates Covered:	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We
	1															
	2															
	3															
	4															
	5															
	6															
	7															
	8															
	9															
	10															
	11															
	12															
	13															
	14															
	15															
	16															
	17															
	18															
	19															
	20															
	21															
	22															
	23															
	24															
	25															
	26															

Instructions

- In Payroll Period column, indicate beginning and ending dates of each pay period covered by the agreement.
- For each pay period, indicate all days/time worked (include number of hours worked) and days/time not worked, that is, indicate all pass days and all VR time off. If you plan to use other accruals in conjunction with VR schedule, these days/time should also be included in the schedule. Use the codes listed below to indicate category of days/time.
- Where the schedule repeats each pay period, fill out the schedule (include number of hours worked/not worked) and days off for the first pay period only and indicate "same" for subsequent pay periods.
- For partial day absences, indicate number of hours worked/off and code for category of leave (for example, 5.5-W; 2-VR).

Work/Leave Category Codes	
VR - VR Leave	AL - Annual Leave
W - Day Worked	X - Pass Days