



SALARY SAVINGS LEAVE

The Salary Savings Leave, also known as Voluntary Reduction in Hours, authorizes an appointing authority to grant unpaid leaves of absence without affecting the employee's vacation and sick leave accruals, holiday pay, seniority and eligibility for state contributions for insurance.

Each employee may be allowed to take up to 1,040 hours of unpaid salary savings leave in the period beginning July 1, 2009 and ending June 30, 2011.

The Salary Savings Leave may only be granted if the following conditions exist:

1. Projected budget deficits or the need for layoffs exist;
2. Salary savings leave would address the specific budget problem or need for layoff;
3. Staffing needs can continue to be met; and
4. Other types of leave are not applicable to the situation

Provisions exist among the different collective bargaining units for the Salary Savings Leave. Differences are found from contract to contract and from the session law.

The primary purpose of the leave is to reduce budget deficits and/or layoffs. This type of leave is always discretionary requiring advance approval. For employees wishing to apply for the Salary Savings Leave, approval must be granted by their supervisor and the Vice President within their area.

For additional information visit: www.hr.mnscu.edu/leave/voluntaryhouredduction-salarysavingsleave/info.html. Information relating to the 2007 Session Law, a detailed list of factors employers must consider, and a list of Voluntary Reduction in Hours Provisions for each bargaining unit agreement and personnel plan can also be accessed at this website.

Please complete the following and return to Human Resources if you wish to apply for the Salary Savings Leave:

Name: _____
Last
First
MI

Proposed Dates/Times: _____

Justification for Request: _____

Barg. Unit/Personnel Plan: AFSCME IFO MAPE Managerial Plan
 Commissioner's Plan MNA MSUAASF MnSCU Administrators MMA

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Vice President Signature: _____ Date: _____