

**QUESTIONS & ANSWERS  
PERTAINING TO GOVERNOR'S REQUEST OF JANUARY 13, 2009**

**Q1:** Are executives and managers required to participate in the Voluntary Schedule Reduction Program (VSRP) as the Governor recently requested?

**A:** Participation is purely voluntary. The Governor is making this request as a cost-savings measure during these difficult economic times.

**Q2:** Is there a penalty for not participating in the VSRP as the Governor has requested?

**A:** No, there is no penalty for not participating. However, it is estimated that the State could save approximately \$1 million if all executives and managers did participate by taking one day of unpaid leave under the VSRP.

**Q3:** Will my creditable service for the purpose of seniority, longevity and retirement be negatively impacted if I choose to take unpaid leave time under the VSRP?

**A:** Section 5-248c-3 of the Personnel Regulations specifically addresses this topic. An employee who participates in the VSRP receives full credit towards seniority, longevity and retirement. Additionally, earnings for unpaid leave taken under the VSRP are not impacted for retirement purposes. In other words, salary that would have been earned will be added to your actual earnings for retirement calculations if the voluntary leave occurs during your three highest earnings years. (Note: this language is effective June 9, 1994.)

**Q4:** If I participate in the VSRP, am I still eligible for health and life insurance?

**A:** Section 5-248c-2(c) of the Personnel Regulations specifically addresses this topic: "A schedule reduction shall not be granted if it would result in an employee falling below the threshold for eligibility for health insurance benefits."

**Q5:** I would like to take an unpaid leave day under the VSRP but I am still in my initial working test period. Is there an exception that may be made for me to participate in this program?

**A:** No. The statute and regulations require an employee to be permanent in order to participate in the VSRP.

**Q6:** I am in a promotional working test period. If I participate in the VSRP, will the day(s) I take as unpaid leave be counted toward completion of my working test period?

**A:** No. Section 5-248c-2(d) specifies, "...Days off which are taken as a result of this program shall not be counted toward completion of a Promotional Working Test Period."

**Q7:** What is the impact on Holidays under the VSRP?

**A:** Section 5-248c-2(e) reads, "An employee on a schedule reduction shall be granted time off with pay for any legal holiday which falls on a day when he would otherwise have been scheduled to work. If an employee is required to work on a holiday, he shall be granted a day off in lieu thereof. If a holiday falls on a day when an employee would not have been scheduled to work as a result of a schedule reduction, he/she will receive pro-rata holiday credit at the rate of twenty percent (20%) of his scheduled weekly hours."

**Q8:** If I take an unpaid leave day under the VSRP before or after a Holiday, will this affect my holiday pay?

**A:** No.

**Q9:** How do I make my request to take one unpaid leave day in response to the Governor's request?

**A:** Please complete the **Form CT-HR-7a** for this purpose. This form is available on-line at: <http://www.das.state.ct.us/HR/Forms/CTHR%20Form%207a%20VSRP.pdf>

**Q10:** I would like to participate in the VSRP and would like to take one day of unpaid leave. Does this need to be a full day?

**A:** No, you may take partial days; however, a minimum of one-half day increments is recommended.

**Q11:** Must I come to work if I participate in the VSRP?

**A:** No. This is an unpaid leave day; therefore, managers should not come to work.

**Q12:** Can managers take more than one day of leave between now and March 1, 2009 if they are interested in doing so?

**A:** Managers may voluntarily take more than one day of unpaid leave before March 1, 2009 based on their preferences and agency approval.

**Q13:** I took a day of unpaid leave, vacation or PL prior to the Governor's request. Can I change this time to a day under the VSRP?

**A:** No. Time under the VSRP must be pre-approved.

**Q14:** How should I code my timesheet for the day off under the VSRP?

**A:** One of the following Time and Labor (attendance) codes should be used:

**UVLRP** – for agencies who enter attendance data directly into Core-CT system

**VL** – Time Processing System

Other time code denoting absence was due to leave under the VSRP – for agencies not entering attendance data directly into Core-CT nor using Time Processing System

**Q15:** Does the Governor's request pertain to employees, other than executives and managers, who are excluded from collective bargaining (e.g., Executive Secretaries and employees in pay plans CA, CR, CS)?

**A:** No. The Governor's request clearly encourages executives and managers to take one day of unpaid leave under the VSRP. However, other non-bargaining unit employees may participate in the VSRP in accordance with CGS Section 5-248c if they choose to initiate a request. The Form CT-HR-7 is available on-line for this purpose: [http://www.das.state.ct.us/HR/Forms/CT-HR-7\\_VoluntaryReductionForm.pdf](http://www.das.state.ct.us/HR/Forms/CT-HR-7_VoluntaryReductionForm.pdf)

**Q16:** An employee in a bargaining unit contacted Human Resources and asked if s/he could take one day of unpaid leave under the VSRP. Is this possible?

**A:** The VSRP continues to be available to all eligible employees in participating agencies wishing to participate. The Form CT-HR-7 is available on-line for this purpose: [http://www.das.state.ct.us/HR/Forms/CT-HR-7\\_VoluntaryReductionForm.pdf](http://www.das.state.ct.us/HR/Forms/CT-HR-7_VoluntaryReductionForm.pdf)