




<b>Policy Title</b>	<b>Temporary Voluntary Unpaid Leave</b>
<b>Effective Date</b>	6/28/2020 – 06/30/2021
<b>Supersedes</b>	N/A
<b>Approval</b>	 State Personnel Director
<b>References</b>	Hours of Work and Overtime - Policy & Statement of Responsibilities & Procedures Leaves of Absence - Policy Statement Temporary Voluntary Unpaid Leave Request Form 54154 <a href="#">31 IAC 5-8-7 – Leave Without Pay</a>

#### **PURPOSE**

To achieve temporary savings in the state's payroll expenditures by allowing employees to request unpaid leave.

#### **SCOPE**

This policy applies to all employees subject to the jurisdiction of the State Personnel Department. Participation in this program is limited in time and ends on June 30, 2021, unless this policy is expressly extended.

#### **POLICY STATEMENT**

Employees may request up to thirty (30) hours of temporary voluntary unpaid leave per pay period to be used during preapproved dates/times. Temporary voluntary unpaid leave may not encompass an entire pay period and must be used in combination with regular hours worked, accrued leave, or compensatory time off to maintain active employee (in pay) status. Overtime eligible employees cannot have a work schedule that results in earning overtime compensation unless overtime work has been expressly assigned and approved.

Requests for temporary voluntary unpaid leave shall be made by the employee to their supervisor no later than the close of the pay period before the requested leave is to be taken and must be approved before use. Temporary voluntary unpaid leave approvals made more than one pay period in advance will be reviewed, at minimum, every thirty (30) days. Approvals may be discontinued by management at any time based on a failure to maintain satisfactory performance, scheduling, or operational needs and will expire upon the termination of this program.



## RESPONSIBILITIES

### Employees are responsible for:

- Submitting requests for temporary voluntary unpaid leave using the appropriate form (state form 54154) to the designated supervisor no later than the end of the pay period prior to the date(s) the employee requests this leave;
- Working all scheduled hours and/or complying with any notice requirements for requesting use of accrued or other leave benefits;
- Communicating absences to appropriate members of leadership, coworkers, and customers;
- Accurately recording hours of work and leave time on the official attendance report; and
- Maintaining satisfactory work performance.

### Supervisors are responsible for:

- Implementing this policy in an appropriate and consistent manner;
- Approving and monitoring the use of voluntary unpaid leave in a manner consistent with meeting performance standards, operational and scheduling needs;
- Developing and/or distributing agency procedures for employees to follow to secure temporary voluntary unpaid leave, including identifying persons to be notified with requests for leave, any required notification and monitoring procedures; and
- Taking appropriate actions, including discipline, when an employee fails to abide by the requirements of this and related attendance and leave policies.

## PROCEDURES

1. Employees volunteering for this program must submit the appropriate form (form 54154) to their supervisor. Management may, at its discretion, deny this request at any time.  
Employees may volunteer for this program in the following manner:
  - a. Submit a request for up to 30 hours of this leave no later than the end of the pay period prior to the date(s) of requested leave.
  - b. Submit a request for up to 30 hours per pay period in an established pattern for more than one pay period.
2. Once a request for leave on specific date(s) has been approved, the employee commits to taking that time as unpaid leave. Management commits to allowing that use of unpaid leave unless approval is revoked in the following manner:
  - a. Employee is notified of an operational emergency requiring the employee's presence on the specified date(s). In this situation, the supervisor and employee may agree on other date(s) during the same pay period on which unpaid leave may be taken.
  - b. Employee is notified of failure to maintain satisfactory performance, and approval for leave is revoked beginning in the next pay period.
3. Time reporting instructions: Attendance reports completed for pay periods in which unpaid leave under this program is taken must identify the unpaid leave on the appropriate day(s) using the Time Reporting Code "Temporary Voluntary Unpaid Leave (VUL)".

## FORMS

Temporary Voluntary Unpaid Leave Request Form 54154 [PDF/Word](#)

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