

Commonwealth of Virginia

Notice of Temporary Work Force Reduction

Human Resources: Please complete the first two sections and obtain the employee's signature in Section 3. Provide a copy of both sides of this form to the employee. Retain the signed original in the Human Resource office.

Section 1

Agency Name _____ Date _____

Employee Name _____ SSN _____

Division or Work Unit _____ Position Number _____

Role _____ Role Code _____ SOC Code _____

Section 2

Choose one:

_____ Effective _____, your work hours will be reduced to _____ hours per pay period. This is _____% of a full-time schedule. You will accrue annual and traditional sick leave, if a non-VSDP member, at _____% of your full rate. This period of reduced work hours is expected to end on _____, when you will return to your regular work schedule.

_____ Effective _____, you will be placed on a combination of reduced schedule and non-working Temporary Work Force Reduction. Your schedule is attached.

_____ Effective _____, you will be placed in a non-working status on Leave Without Pay – Temporary Work Force Reduction. This period of Leave Without Pay is expected to end on _____, when you will return to your regular work schedule.

Section 3

This section is to be completed by the employee.

I acknowledge receipt of this information, including the information concerning benefits on the reverse side of this form.

Signed _____ Date _____

TEMPORARY WORK FORCE REDUCTION (TWFR)
 Department of Human Resource Management Policy 1.65
 Chart of Benefits

Status of Benefits	Reduced Schedule	Not Working
Healthcare	Continue employer paid premium.	Continue employer paid premium. Employee payments must be made to continue benefit.
Service Credit for Retirement	Agency contribution and employee's service credit based on full salary before TWFR.	No retirement contributions made and employees earn no service credit for periods of no earnings. EXCEPTION: Full contributions made for employees receiving STD benefits. Retirement service received while on STD or LTD.
Group Life Insurance	Continues.	Continues.
Optional Life Insurance	Continue deductions of premiums.	Must continue premium payments.
Payroll Deductions	Deductions continue.	Non-VSDP - No payroll deductions. VSDP – Deductions continue from any benefit received.
Annual Leave	<ul style="list-style-type: none"> • Accrual prorated based on hours worked in pay period. • Cannot use leave to receive 100% pay. • May use leave to cover absence during work hours. 	<ul style="list-style-type: none"> • No accruals. • Balance retained until reinstated from TWFR. • Above maximum carryover allowed if TWFR leave extends into new leave calendar year. • Cannot use leave during non-working status
Traditional Sick Leave	<ul style="list-style-type: none"> • Accrual prorated based on hours worked in pay period. • Cannot use leave to receive 100% pay. • May use leave to cover absence during work hours. 	Balance retained until reinstated from TWFR.
VSDP Leave	<ul style="list-style-type: none"> • Leave credited on January 10 is based on part-time status. • The difference between full time and part time leave is credited when reinstated to full-time. • Cannot use to receive 100% pay. • May be used to cover absence during work hours. 	<ul style="list-style-type: none"> • Balances retained until reinstated from TWFR. EXCEPTION: If TWFR continues through January 10, old balances expire. Leave for next year is credited when employee is reinstated from TWFR. • Cannot use during non-working status.
Holiday Leave	Receive holiday pay or compensatory time for the number of work hours scheduled for that day.	None received
Compensatory Leave	<ul style="list-style-type: none"> • Balance retained • May be used to cover absences during work hours. 	At agency discretion: <ul style="list-style-type: none"> • Balance may be retained. • Expiring balances may be extended to reflect TWFR absence; or • Pay out in lump sum.
Overtime Leave	<ul style="list-style-type: none"> • Balance retained. • May be used to cover absences during work hours. 	Balance retained.
Probationary Period	Continues, no extension.	Extended by time subject to TWFR.
VSDP Short-term and Long-term Working Disability	Disability benefit continues.	Disability benefit continues.
Disability Credits	Employee may opt to use to restore income to 100% when on STD or LTD-working status.	Employee may opt to use to restore income to 100% when on STD or LTD-working status.
Workers' Compensation	<ul style="list-style-type: none"> • Non-VSDP – Workers' Compensation benefit continues; Agency supplement ceases. • VSDP- Workers' Compensation and VSDP disability benefit continue. 	<ul style="list-style-type: none"> • Non-VSDP – Workers' Compensation benefit continues; Agency supplement ceases. • VSDP- Workers' Compensation and VSDP disability benefit continue.
Service Credit for Annual Leave and/or VSDP	Employee continues to receive full service credit.	Employee continues to receive full service credit.
Unemployment Benefits	May be eligible. Contact Virginia Employment Commission.	May be eligible. Contact Virginia Employment Commission.