

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

Chart of Benefits

Status of Benefits	Reduced Schedule	Not Working
Healthcare	Employer paid premium continues.	Employer paid premium continues. Employee payments must be made to continue benefit.
Retirement Service Credit	<ul style="list-style-type: none"> Non-VSDP - Contributions reported based on earned income and service credit continue. VSDP – Full contributions and service credit continue for STD. 	<ul style="list-style-type: none"> Non-VSDP - No retirement contributions or service credit for periods of no earnings. VSDP – Full retirement contributions and service credit continue for STD.
Group Life Insurance	Continues.	Continues.
Optional Life Insurance	Premium deductions continue.	Employee payments must be made to continue benefit.
Payroll Deductions	Deductions continue. For service buyback contracts, contact VRS.	Non-VSDP - No payroll deductions. VSDP – Deductions continue. For service buyback contracts, contact VRS.
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 scheduled work hours. 	<ul style="list-style-type: none"> No accruals. Balance retained until employee is reinstated. Above maximum carryover allowed if TWFR leave extends into new leave calendar year. Cannot use leave during non-working status. Full service credit received.
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 scheduled work hours. 	<ul style="list-style-type: none"> Balance retained until employee is reinstated. Full service credit received.
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 scheduled work hours. 	<ul style="list-style-type: none"> Balances retained until employee is reinstated. Cannot use during non-working status. Full service credit received.
Holiday Leave	<ul style="list-style-type: none"> Pay and compensatory leave received for scheduled holiday time worked. Pay received for the portion of the day that would be scheduled if not a holiday. No pay or compensatory time for hours on a holiday not scheduled due to TWFR. 	None received.
Compensatory Leave	<ul style="list-style-type: none"> Balance retained. May be used to cover absences during scheduled work hours. 	At agency discretion: <ul style="list-style-type: none"> balance may be retained; expiring balances may be extended by TWFR absence; or balances may be paid out in lump sum.
Overtime Leave	<ul style="list-style-type: none"> Balance retained. May be used to cover absences during scheduled work hours. 	Balance retained until employee is reinstated.
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	May be used to restore income to 100% when on STD or LTD-working status.	May be used to restore income to 100% when on STD or LTD-working status.
Workers' Compensation	<ul style="list-style-type: none"> Non-VSDP – benefit continues; agency supplement ceases. VSDP – benefits (including VSDP) continue. 	<ul style="list-style-type: none"> Non-VSDP – benefit continues; agency supplement ceases. VSDP – benefits (including VSDP) continue.
Unemployment Benefits	May be eligible to receive.	May be eligible to receive.