FTE Reduction, Leave of Absence and Alternative Work From Home Information

I am currently a full time (100% FTE) unrepresented staff. I am interested in reducing my hours because of various family commitments. I would like to continue to be eligible for UC benefits. Is it possible to reduce my work hours yet remain eligible for UC benefits?

In order to be eligible for UC benefits, you must work at least 30 hours/week (75% FTE). The first step is to talk with your supervisor/manager about whether or not your request can be accommodated while continuing to meet the business needs of the unit. Your supervisor may agree to an FTE reduction on a trial basis for a period of 3 – 6 months after which time the reduction in FTE may become permanent.

I am interested in working remotely one day per week. Is there a UC policy which supports this request?

UC’s Alternative Work Schedule Policy (https://bit.ly/Alternative-work-policy) describes various options available to exempt and non-exempt employees including flex scheduling and telecommuting. Please refer to the policy for detailed procedural information and requirements.

I am interested in working four 10 hours day/4 days a week. I am a non-exempt employee. Is there a UC policy which supports this request?

UC’s Alternative Work Schedule Policy (https://bit.ly/Alternative-work-policy) describes various options available to exempt and non-exempt employees including flex scheduling and telecommuting. Please refer to the policy for detailed procedural information and requirements.

I am interested in working four 9 hour days and one 4 hour day each week. Is there a UC policy which supports this request?

UC’s Alternative Work Schedule Policy (https://bit.ly/Alternative-work-policy) describes various options available to exempt and non-exempt employees including flex scheduling and telecommuting. Please refer to the policy for detailed procedural information and requirements.
I am interested in taking an Educational Leave. What should I know about this type of Leave – such as, how long can I be off work and what happens to my UC benefits?

You can learn more about the Educational Leave of Absence Without Pay here (https://bit.ly/leave-of-absence-policy). An Educational Leave Without Pay can be as long as 12 months for the purpose of education, training or specialized experience. The Leave must be approved by your supervisor/manager. You will continue to be eligible to participate in UC’s benefit plans as long as you make the necessary contributions.

I am interested in taking a Personal Leave. What should I know about this type of Leave – such as how long can I be off work and what happens to my UC benefits?

You can learn more about the Leave of Absence Without Pay for Personal Reasons here (insert https://bit.ly/leave-of-absence-policy). A Leave of Absence Without Pay for Personal Reasons can be as long as 12 months and must be approved by your supervisor/manager. You will continue to be eligible to participate in UC’s benefit plans as long as you make the necessary contributions.