



Notice of Intent to Reduce Hours While Remaining Full-Time Status

In accordance with the Reduced Time Program, I am voluntarily applying to reduce my employment hours at Arkansas Tech University to _____ (insert percentage, i.e. 75% or above) of my original contract. This election will be in effect indefinitely, until re-reviewed with my supervisor. Re-review is not a guarantee that my employment status will return to what it was previously.

Pursuant to this program, I understand:

- I will work ____ hours per week.
- My original contract pay will be reduced by ____ (same percentage as above).
- I will accrue any vacation and/or sick leave at a reduced rate (same percentage as above) of that provided by policy.
- I am ineligible to participate as a recipient in the Catastrophic Leave Bank.
- Since my Retirement Contributions, Career Service Bonuses, Group Life Insurance, Short Term Disability, and Long Term Disability are linked to earnings, I understand that any of these plans that I have elected, participate in, or receive will be reduced proportionately to the rate of hours I will be working.
- All of my health insurance and other employee benefits will remain unaffected.

Reduction of hours must be approved by the employee’s supervisor to ensure that all operational needs can be met within the department.

By signing this document, I certify that I have read and understand the provisions of the Reduced Time Program, and I am voluntarily applying to participate.

Employee’s Full Name (please print): _____

Employee’s T-Number: _____

Employee’s Department: _____

Employee’s Original Contract Pay: _____

Adjusted Pay at Reduced Rate: _____

Employee Signature: _____ Date: _____

____ I have reviewed and approve this employee for the Reduced Time Program.

____ I have reviewed and deny this employee’s request for participation in the Reduced Time Program.

Supervisor Signature: _____ Date: _____

After completion of this form, it should be submitted to the Human Resources department for review. After approval, it will be forwarded to the appropriate individual to update the employee’s contract for the 2022-2023 fiscal year. Please note that this may cause a delay in when your employment contract will be available for signature.

- For employees that receive paychecks mid-month, all signed Notice of Intents must be submitted to Human Resources **no later than Friday, July 1, 2022.**
- For employees that receive paychecks at the end of the month, all signed Notice of Intents must be submitted to Human Resources **no later than Monday, July 11, 2022.**

For any questions, please contact Human Resources at (479) 968-0396 or hr@atu.edu.