CUPE 4207, UNIT 2 or 3 - VOLUNTARY REDUCTION (VR) APPLICATION FORM

Name: _____________________________________________________________
Department: _____________________________________________________________

PLEASE COMPLETE EITHER SECTION 1 OR 2 BELOW

1. Regular Voluntary Reduction (As per Article 21) - Application Deadline: November 30th
   
   Please check the number of additional weeks requested:
   - 1 week
   - 2 weeks
   - 3 weeks
   - 4 weeks

   Please indicate # hours per week for ongoing appointment (seasonal and permanent part-time members’ VR will be pro-rated to reflect their ongoing appointments)

2. Special Voluntary Reduction (As per Article 21) - Application Deadline: September 30th
   
   Please check the number of additional weeks requested:
   - 5 week
   - 6 weeks
   - 7 weeks
   - 8 weeks

   Please indicate # hours per week for ongoing appointment (seasonal and permanent part-time members’ VR will be pro-rated to reflect their ongoing appointments)

   Please specify below how and when the voluntary reduction is to be used (i.e. specific dates, block of time, one day per week, etc.)

   __________________________________________________________________________________________________________
   __________________________________________________________________________________________________________

   Have you taken special voluntary reduction in previous years? If so, please specify the number of previous years:
   - 1 year
   - 2 years
   - 3 years
   - 4 years

   Special voluntary reduction is only available for a maximum of 5 years.

3. Signatures and Authorization/Approval

   Employee ___________________________ Date ___________________________

   Supervisor(s) ___________________________ Date ___________________________

   Dean/Division Head ___________________________ Date ___________________________

   Human Resources and Environment, Health & Safety ___________________________ Date ___________________________

If a supervisor is contemplating denying a VR request, Human Resources and Environment, Health & Safety staff should be consulted prior to communicating with the employee.