CITY OF OAKLAND

ADMINISTRATIVE INSTRUCTION

SUBJECT	Voluntary Time-Off Without Pay (VTN)	NUMBER	511
REFERENCE		EFFECTIVE	May 15, 2009
SUPERSEDE	AI 511 dated February 15, 2008		

I. PURPOSE

The purpose of this Administrative Instruction is to establish a uniform procedure for submitting, approving and processing requests for Voluntary Time-Off Without Pay (VTN) from eligible represented and unrepresented employees.

VTN was created in the late 1980's as an opportunity for employees to take unpaid leave in situations where the employee would not otherwise take unpaid leave. The use of VTN was for the specific purpose of saving City funds.

II. POLICY

The City of Oakland provides eligible employees with the opportunity to save the City funds by taking VTN. The employee may request the use of VTN for up to sixty (60) regularly scheduled workdays in a fiscal year. VTN must be taken in increments of full workdays.

Employees may not use VTN during any period of legally entitled unpaid leave such as FMLA (Family and Medical Leave Act), CFRA (California Family Rights Act), and/or PDL (Pregnancy Disability Leave) in which case the use of VTN does not result in cost savings but instead results in significant increased costs to the City. Subject to operational needs, the request for VTN shall not be unreasonably denied.

The City has a pay code with the letter designation "VTN" that is to be used to accomplish a voluntary leave of absence. When the pay code VTN is coded on an employee's time card for periods of unpaid voluntary leave, the employee's benefits (including insurance and leave accruals) continue, and the employee continues to accrue seniority during the period of unpaid leave.

The reduction in work hours resulting from the use of VTN may have an effect on the following employee benefits:

a. PERS Miscellaneous Retirement is based on the highest single year salary. PERS calculates retirement on both "pay rate" (normal monthly rate of pay or base salary) **and** actual earnings. If an employee opts for VTN, his/her service credit may be impacted.

b. PERS Safety Retirement is based on the highest single year of earnings. PERS calculates your retirement on both your "pay rate" (normal monthly rate of pay or base salary) **and** actual earnings. If an employee opts for VTN, his/her service credit may be impacted.

III. DEFINITIONS

Term	Definition
Eligible Employee	All unrepresented and represented full-time and permanent part-time employees. Represented employees should refer to their respective Memorandum of Understanding for terms and conditions that may supersede this policy.
VTN	Voluntary Time-Off Without Pay (VTN) is for the specific purpose of accomplishing an unpaid voluntary leave of absence to save City funds without adversely impacting the affected employee's benefits and seniority.

IV. VTN REQUEST AND APPROVAL PROCESS

1. The **Request for Voluntary Leave Without Pay (VTN) form** is attached to this Administrative Instruction or may be obtained from the departmental personnel/payroll office.

2. Eligible employees may submit requests twice during the fiscal year as follows:

    ·Between **May 15 and May 31** - for Requests for VTN between July 1 and December 31
    ·Between **November 1 and November 15** - for Requests for VTN between January 1 and June 30

3. **All requests** for VTN must be first reviewed and approved by the requesting employee's immediate supervisor. Second approval must be obtained from the Department Director.

4. **Requests in excess of fifteen (15) days** per fiscal year off also require approval by the City Administrator, in addition to the immediate supervisor and Department Director. Requests for VTN days **in excess of sixty (60) days** per fiscal year will not be considered.

5. For all VTN requests, the immediate supervisor and the Department Director shall have the right to determine and schedule the exact date(s) when the requested VTN days off will be used by the employee.

6. Once the request for VTN is approved, employees may not cancel or otherwise withdraw his/her VTN days.

V.   RESPONSIBLE PARTIES

Responsible Party   **Action**

Employee   1. Specifies desired full day(s) to take VTN using the attached form, within the time periods specified in Section IV of this Administrative Instruction, and submits a request to his/her immediate supervisor for approval.

If the immediate supervisor denies the request, the employee has the right for a second review by the Department Director.

2. Using the code "VTN", records the day(s) approved as Voluntary Leave-Without Pay on the weekly timecard.

Immediate Supervisor   Reviews, makes changes as necessary, approves the employee's request to use VTN days, and forwards to the Department Director for second approval:
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                                               - by **June 20** for requested time off between July 1 and December 31
                                               - by **November 20** for time requested off between January 1 and June 30.

Department Director   1. For **up to fifteen (15)** VTN days off:
Reviews, makes changes as necessary, provides second approval and returns request to the employee, with a copy to the immediate supervisor:
                                               - by **June 30** for requested time off between July 1 and December 31
                                               - by **December 1** for time requested off between January 1 and June 30.

2. For **up to sixty (60)** VTN days off:
Reviews, makes changes as necessary, provides second approval and forwards request to the City Administrator, with a copy to the immediate supervisor:
                                               1. by **June 25** for requested time off between July 1 and December 31
                                               2. by **December 1** for time requested off between January 1 and June 30.

3. At an employee's request, provides second review – and approves or disapproves, as deemed appropriate – a request for VTN time off that was denied by the employee's immediate supervisor.

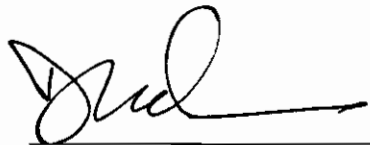|	
City Administrator	Reviews employee request of **over fifteen (15) and up to sixty (60)** VTN days off, makes changes as necessary, provides final approval and returns request to the employee, with a copy to the Department Director: 3. by **June 30** for requested time off between July 1 and December 31 4. by **December 11** for time requested off between January 1 and June 30.
Department/Agency **Payroll Representative**	1. Assures the employee's weekly timecard is correctly coded to reflect use of VTN. 2. Records the Voluntary Time-Off Without Pay taken in TAMS (Time and Management System).
Personnel HRIS/Payroll Division	Checks that coding of the Voluntary Time-Off Without Pay has been correctly recorded and that its use is reflected in the employee's paycheck for that period.

VI.   ADDITIONAL INFORMATION

If the provisions of this Administrative Instruction are in conflict with the provisions of a current memorandum of understanding, the memorandum of understanding shall be controlling without further action. For more information, please contact the Personnel Department.

DAN LINDHEIM
City Administrator

_____
Department Name

I request _____ full workdays of Voluntary Leave Without Pay during the period of
       (number of days)

  ☐ July 1 - December 31   or

  ☐ January 1 – June 30

Date(s) of Leave: _____

Employee Name: _____
            (please print)

Employee Job Title: _____

Employee Signature: _____   Date: _____

APPROVAL BY: _____   Date: _____
              Immediate Supervisor

APPROVED BY: _____   Date: _____
              Department Head

APPROVED BY: _____   Date: _____
              City Administrator**

**Once the Request for VTN is approved, employees
may not cancel or otherwise withdraw his/her VTN days.**

** Required for leave periods exceeding fifteen (15) workdays (but up to sixty (60) days) per fiscal year.

5