



**Mandatory Unpaid Leave Time for Classified Staff
No Smoothing of Pay Election Form – 2010-2011**

Employee Name:	ID#:	Department:
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TIER IDENTIFICATION: The amount of unpaid leave that I must take between August 1, 2010 and June 30, 2011, corresponds to my base monthly salary rate as of June 30, 2009. My base salary rate does not include differentials or overtime pay. The amount of unpaid leave will be prorated if my appointment FTE is less than 1.0 or less than 12 months.

Tier 1 <u>Monthly base rate</u> \$2,450 & below (\$14.13 and below)	Tier 2 <u>Monthly base rate</u> \$2,451 to \$3,105 (\$14.14 - \$17.91)	Tier 3 <u>Monthly base rate</u> \$3,106 to \$5,733 (\$17.92 - \$33.07)	Tier 4 <u>Monthly base rate</u> \$5,734 and above (\$33.08 and above)
<u>Unpaid Leave Day Each Yr.</u> 4 days (32 hours)	<u>Unpaid Leave Days Each Yr.</u> 6 days (48 hours)	<u>Unpaid Leave Days Each Yr.</u> 7 days (56 hours)	<u>Unpaid Leave Days Each Yr.</u> 8 days (64 hours)

The following are dates of mandatory University closure. When you submit your timesheet, please indicate Mandatory Unpaid Leave for Classified Staff on the Leave without Pay line and the number of hours taken each day. December 18-26, 2010

DEFAULT OPTION: Your pay will be reduced equally each month from July 2010 through June 2011, equivalent to the number of unpaid leave days available to you for the remainder of this fiscal year based upon your tier level. **It is not necessary to complete a form to choose the default option.**

ALTERNATIVE PAY REDUCTION OPTION: If you choose not to have your pay evenly reduced over the remainder of the fiscal year, and instead wish to have your pay reduced for the same month as the scheduled University closure days, you must check this option and return this signed sheet to Payroll **no later than 5:00 p.m. on August 10, 2010.** An adjustment will be made for leave "smoothing" that was applied in October.

ACKNOWLEDGEMENT:

When I take the University mandatory unpaid leave days, I understand:

- I will not perform any work on my leave day unless specifically authorized by management; unapproved time worked may result in disciplinary action. Time worked includes but is not limited to checking email or voicemail via any device.
- In addition, if I am an FLSA Exempt employee, my FLSA status will be recognized as Non-Exempt rather than Exempt.
- I will follow any additional conditions outlined in policy or collective bargaining agreements.

If I separate from university service during this period of time, I understand that I will not be paid for Mandatory Unpaid Leave taken under this agreement and my final paycheck may be adjusted. I also understand that if I change positions within the campus that results in a move to a new tier, I will assume the responsibility of that action, which may include additional leave days. I will complete my timesheet each month, noting the leave days appropriately. I authorize Payroll to deduct from my salary according to the option I have selected. *These elections are for the 2010-2011 fiscal year.*

Employee signature:	Date:
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Please retain copies for your records.