

**FOND DU LAC COUNTY EMPLOYEE
VOLUNTARY LAYOFF POLICY**

1. Voluntary layoffs shall only be granted in full or half day increments or in instances where the voluntary layoff is used in conjunction with a recognized half-day holiday. Voluntary layoffs shall be limited to a maximum of eight (8) days per pay period and an annual maximum of twenty (20) days or 160 hours. A request for voluntary layoff shall not be considered unless it has been submitted to the department head at least one week in advance of the projected layoff. Employees requesting less than a half day (i.e. 1 or 2 hour increments) can be approved by Department Heads as an authorized unpaid leave of absence and will not be considered a voluntary layoff. As such, employees under an authorized unpaid leave do not accrue sick leave or vacation during that unpaid time off.
2. Employees requesting the "time off" option for unused sick leave credits are not eligible for voluntary layoff until such credits are fully utilized.
3. Wherein labor agreement provisions allow for carryover of limited unused vacation credits from one year to the next or where such provisions or other County policies allow unused vacation credits to be transferred to sick leave accounts, the carryover opportunity will be forfeited if the employee has remaining vacation credits at the end of the year and has utilized voluntary unpaid leave during the course of the year.
4. Approval of any voluntary layoff or unpaid leave of absence shall be at the sole discretion of the department head subject to the provisions of this policy. Department heads shall ensure that an approved voluntary layoff will not result in overtime work for the employee upon return from layoff or overtime work for remaining staff during layoff. When considering departmental staffing requirements, department heads shall give preference to employee vacation requests before considering employee requests for voluntary lay off.
5. County contribution toward the cost of health and/or life insurance coverage continues during any period of voluntary layoff but not during an unpaid leave of absence.
6. Accrual of vacation and sick leave benefits shall not be reduced by any absence resulting from a voluntary layoff approved pursuant to this policy but will for an unpaid leave of absence.
7. Voluntary lay off cannot be used in conjunction with sick leave or medical leave.
8. Trial employees are not eligible for voluntary layoff until they complete their trial period.
9. Requests for voluntary layoff are to be submitted to the Human Resources Department on the prescribed form. Submittal of form is prerequisite for approval. Questions regarding this policy or its interpretation should be directed to the County's Human Resources Department.
10. Unless extended by the County, this policy expires on December 31, 2017.

**VOLUNTARY LAYOFF NOTIFICATION TO
FOND DU LAC COUNTY HUMAN RESOURCES DEPARTMENT**

Department: _____

Pay Period: From _____ To _____

NOTE: Voluntary unpaid leave requires half day increments (3 hours min) and can be used in conjunction with a half (1/2) day holiday.

Please be advised that the following employee(s) is/are scheduled for voluntary layoff:

<u>Employee</u>	<u>Date of Layoff</u>	<u>Total Hours</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Department Head Signature

*Please provide a copy of this form with your time sheet submission.