

**VOLUNTARY EMPLOYEE INCENTIVE PROGRAMS  
October 25, 2023 – JUNE 30, 2025**

**POSITION PROCESSING INSTRUCTIONS**

**Reduced Workweek.** Position Hours field codes to be used are "V" if hours are reduced from full-time to part-time and "P" if hours are reduced from part-time to lesser part-time.

**Sporadic days off.** No change to position file is required.

**Unpaid Leave.** Place a "5" in the Position Status Field.

**Flexible Position Staffing.** Alphabetical Position Number Suffix codes to be used are E and F instead of the standard A and B.

**HUMAN RESOURCES PROCESSING**

**Reduced Workweek**

1. To start participation, submit 1 Position Detail Record, 1 Application Form, and 1 Worksheet for each position to the Office of the State Controller to reduce position hours.
2. The Bureau of the Budget will make the position changes. The department may then process a salary change as follows:

<b>Screen</b>	<b>Codes</b>
H0BU5	O - Voluntary Reduced Hours
UH1U1	G - Salary Change Q - Voluntary Reduction to Part-time <b>Comment:</b> Hours reduced from ___ to ___ biweekly

**Sporadic Days Off**

Submit 1 Application Form and 1 Worksheet to the Office of the State Controller.

**Unpaid Leave**

1. To start participation, submit 1 Position Detail Record, 1 Application Form, and 1 Worksheet to the Office of the State Controller to freeze the participant's position for the duration of the leave.

2. The Bureau of the Budget will make the position changes. The department may then process the unpaid leave as follows:

Screen	Codes
H0BU6	O - Voluntary Unpaid Leave
UH1U1	R - Voluntary Unpaid Leave

### **Flexible Position Staffing**

1. To start participation, submit 1 Position Detail Record, 1 Application Form, and 1 Worksheet for each position to the Office of the State Controller to change one target position to job share (using Codes E and F) and to freeze the other target position for the duration of the job share arrangement.
2. The Bureau of the Budget will make the position changes. The department may then transfer the employees to the appropriate position numbers as follows:

Screen	Codes
HMHU1	45 - Internal Transfer
H0BU5	O - Voluntary Reduced Hours
UH1U1	E - Transfer
	Q - Voluntary Reduction to Part-time
	T - Voluntary Job Share

**NOTE: When an employee goes on unpaid leave under the VEIP, the position will be frozen for the duration of the leave using the dates on the application. Positions which are reduced in hours are reduced beginning the date provided by the Department and they stay reduced until the Department submits paperwork to end the reduction.**