

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

**PROGRAM INFORMATION**

**Reduced Workweek**

- Participants will be treated as part-time employees and will receive retirement service credit in accordance with the retirement system plan in effect for their reduced position. **Participants must contact the Retirement System for information concerning the service credits that will be provided while in the reduced position.**
- Participants will accrue seniority based on authorized hours prior to participation in a Reduced Workweek.
- Participants will earn vacation and sick leave on a pro-rated basis in accordance with the number of part-time hours in the reduced schedule and contractual agreements in effect.
- Performance Review Dates (Anniversary Dates) will not be affected by participation in this program.
- For participants who are on probation and do not have an established anniversary date, the end of probation date and performance review date will be established in accordance with the practice for part-time employees.
- Participants will be compensated for holidays in accordance with the practice in effect for part-time employees.

**Sporadic Leave Program**

- Participants will be continued on the payroll **without any change to employment benefits.** Pay for days not worked during a payroll period as the result of participation in this program will be deducted from the check issued for that payroll period.
- Participants will accrue seniority based on authorized hours prior to participation in a sporadic leave.
- Participants who take sporadic days off before or after a holiday (*but not both*) will remain eligible for holiday pay.

## **Unpaid Leave**

- If life insurance coverage is discontinued while on voluntary unpaid leave, only basic life insurance will be restored automatically when the participant returns from leave. Supplemental and dependent plans will not be restored without proof of insurability.
- Participants will not earn seniority while on voluntary unpaid leave.
- Participants in this Voluntary Employee Incentive Program will not realize a break in service, but total service will remain as it was prior to participation and time on Unpaid Leave will not be credited to the length of service needed for an increase to the vacation accrual rate. ***(The time on Unpaid Leave must be added to the adjusted service date when participation ends).***
- Participants who take up to thirty days of Unpaid Leave from a full-time position, whether or not this Unpaid Leave is taken through participation in the Voluntary Employee Incentive Programs, receive credit for one year of retirement service. However, if the total leave from a full-time position exceeds thirty (30) days in one year, retirement service is pro-rated in accordance with the rules and regulations of the Maine Public Employees Retirement System.
- Participants who take Unpaid Leave from a part-time position must contact the Retirement System to determine the service credit that will be provided.
- Performance Review Dates (Anniversary Dates) will not be affected by participation in this program.
- Participants who are on probation and do not have an established anniversary date will have their end of probation and performance review dates extended by the amount of Unpaid Leave taken.
- Participants will be credited with longevity service for all time on voluntary unpaid leave.

## **Flexible Position Staffing**

Participants who stay on the payroll with reduced hours will be treated in the same manner as Reduced Workweek participants. Participants who stay on the payroll with full time hours for part of the program and go off the payroll for part of the program will not realize any change to employment benefits while on the payroll and will be treated in the same manner as Unpaid Leave participants while off the payroll.