

Voluntary Reduction in Work Schedule (VRWS) Examples

All examples assume employee is paid biweekly and has 8 years of service with NKU for vacation accrual purposes.

Example 1: Reduced number of hours per day. This example assumes the employee works less than 7.5 hours per day, 5 days a week (not counting holidays) and 12 months per year.

Work hours per week	FTE	Annualized pay	Annual Vacation Accrual in hours	Annual Sick Accrual
37.5	1.0	\$40,000		
33.75	.9	\$36,268		
30	.8	\$32,000		
28	.75	\$29,868		
24	.64	\$25,600		
20	.533	\$21,332		

Example 2: Reduced number of days per week. This example assumes the employee works 7.5 hours per day but fewer days per week and 12 months out of the year.

Workdays per week FTE (each day is 7.5)	FTE	Annualized pay	Annual Vacation Accrual in hours	Annual Sick Accrual
5 days (37.5 hours)	1.0	\$40,000		
4.5 days (33.75 hours)	.9	\$36,000		
4 days (30 hours)	.8	\$32,000		
3.5 days (26.25 hours)	.7	\$28,000		
3 days (22.5 hours)	.6	\$24,000		

Example 3: Reduced number of months per year. This example assumes employee works 7.5 hours per day, 5 days a week (37.5 hours per week) but less than 12 months out of the year.

Work months per year	FTE	Annualized pay	Annual Vacation Accrual in hours	Annual Sick Accrual
12	1.0	\$40,000		
11	.9	\$36,667		
10	.8	\$33,333		
9	.75	\$30,000		
8	.7	\$26,667		
7	.6	\$23,334		
6	.5	\$20,000		