



Andrew M. Cuomo
Governor

STATE OF NEW YORK
EXECUTIVE DEPARTMENT
DIVISION OF THE BUDGET
STATE CAPITOL
ALBANY, NEW YORK 12224

Robert L. Megna
Director of the Budget

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TO: ALL DEPARTMENT AND AGENCY HEADS

FROM: Robert L. Megna *Robert L. Megna*

SUBJECT: Voluntary Reduction in Work Schedule Program – No Reporting Requirement

The Voluntary Reduction in Work Schedule program (VRWS) continues to be offered to all employees who are currently authorized to participate either through negotiated contract agreements or administrative practice.

This Bulletin re-establishes a minimum VRWS participation target for agencies, but removes the requirement to report on employee utilization of this program, by union. Agencies should continue to:

- Aggressively promote the VRWS program among employees;
- Review and approve employee requests expeditiously;
- Approve all employee requests if the current program participation is less than seven percent of the agency's workforce;
- Use discretion in approving requests that will result in utilization beyond the seven percent threshold; and,
- Ensure that such plans demonstrate real payroll savings through the 2011-12 and 2012-13 State fiscal years.

The Utilization Reports are no longer required.

A complete description of VRWS guidelines can be found within the respective collective bargaining unit agreements on the Governor's Office of Employee Relations [website](#). Questions regarding the VRWS program guidelines should be directed to the Attendance and Leave Unit at the Department of Civil Service at 518-457-2295.