Brock

Human Resources and
Environment, Health & Safety

Brock University
Niagara Region
500 Glenridge Ave.
St. Catharines, ON
L2S 3A1 Canada
T 905-688-5550, 3274
F 905-688-8481

brocku.ca

OSSTF VOLUNTARY REDUCTION (VR) APPLICATION FORM

Name: _____

Department: _____

PLEASE COMPLETE EITHER SECTION 1 OR 2 BELOW

1. **Regular Voluntary Reduction (As per Article 25.09) - Application Deadline: November 30th**

   Please check the number of additional weeks requested:
   ❒ 1 week ❒ 2 weeks ❒ 3 weeks ❒ 4 weeks

   ❒ Please indicate # hours per week for ongoing appointment (seasonal and permanent part-time members' VR will be pro-rated to reflect their ongoing appointments)

2. **Special Voluntary Reduction (As per Article 25.10) - Application Deadline: September 30th**

   Please check the number of additional weeks requested:
   ❒ 5 week ❒ 6 weeks ❒ 7 weeks ❒ 8 weeks

   ❒ Please indicate # hours per week for ongoing appointment (seasonal and permanent part-time members' VR will be pro-rated to reflect their ongoing appointments)

   Please specify below how and when the voluntary reduction is to be used (i.e. specific dates, block of time, one day per week, etc.)

   _____

   _____

   Have you taken special voluntary reduction in previous years? If so, please specify the number of previous years:
   ❒ 1 year ❒ 2 years ❒ 3 years ❒ 4 years
   Special voluntary reduction is only available for a maximum of 5 years.

3. **Signatures and Authorization/Approval**

_____	_____
Employee	*Date*
_____	_____
Supervisor(s)	*Date*
_____	_____
Dean/Division Head	*Date*
_____	_____
Human Resources and Environment, Health & Safety	*Date*

If a supervisor is contemplating denying a VR request, Human Resources and Environment, Health & Safety staff should be consulted prior to communicating with the employee.