

**Reduced Summer Hours Application**  
**Human Resources**  
**University of Kentucky**

\_\_\_\_\_  
Employee Name                      Person I.D.                      Position                      Dept./Div./College

Complete section A to apply for a temporary reduction in hours and section B for a temporary unpaid leave request.

**A. Reduction in full-time equivalency (FTE)/Reduced Hours**

Current FTE \_\_\_\_\_  
Requested FTE reduction \_\_\_\_\_  
Proposed work schedule \_\_\_\_\_  
Date reduction will begin \_\_\_\_\_  
Date reduction will end \_\_\_\_\_

Note: Pay rate will be reduced on a pro-rated percentage relative to the FTE reduction. Vacation, TDL, and holiday will accrue on a pro-rated percentage relative to the FTE reduction.

**B. Unpaid Leave Request**

Date leave will begin \_\_\_\_\_  
Date leave will end \_\_\_\_\_  
Date & time employee will return to work \_\_\_\_\_

Note: Employee paid health benefits premiums will be caught up retroactively when the employee returns to active status. Contact the Employee Benefits Office for details.  
  
Vacation and temporary disability leave (TDL) will not accrue during this time period. An employee on leave without pay will not be entitled to holiday leave.

\_\_\_\_\_  
Dept. Official/Sup.                      Date                      Employee's Signature                      Date

Originals to: Department Business Officer  
Copies to: Human Resources Office of Work-Life, 106 Scovell Hall, 0064  
Employee