

# Salary Savings Leave

## Salary Savings Leave - Voluntary Unpaid Leave of Absence

Minnesota Statute 43A.49 and certain collective bargaining agreements include provisions for "Voluntary Unpaid Leave of Absence" also known as Salary Savings Leave or Governor Salary Savings Leave. Under these provisions, appointing authorities have the discretion to allow employees to take an unpaid leave of absence to help alleviate existing or projected budget deficits. All WSU employees are eligible to request a Salary Savings Leave. Approval is at the discretion of supervisors.

### Winona State University Parameters:

Timeframe:	Minimum Request:	Maximum Request:
May 8, 2017 - June 30, 2017	8 hours	80 hours
July 1, 2017 - June 30, 2018	40 hours or 1 credit for IFO	520 hours or 6 credits for IFO
July 1, 2018 - June 30, 2019	40 hours or 1 credit for IFO	520 hours or 6 credits for IFO

- It is voluntary; employees cannot be required to use it.
- Granting of leave is **at the discretion of the supervisor**; supervisors are not required to grant it.
- Department shall not hire a replacement for employee on Salary Savings Leave
- Requests require advance approval and are not retroactive.
- Requests must be made according to departmental policies or procedures in place for the submission of leave requests.
- Approved requests must be submitted to Human Resources **at least ten (10) business days prior to the leave** and must be recorded on the Salary Savings Leave request form.
- It is not applicable in situations that contractually require sick leave to be utilized, per the applicable bargaining unit contract.
- The Appointing Authority may cancel the leave early unless the bargaining agreement or compensation plan prohibits canceling a discretionary leaves of absence.
- Employees may terminate the leave early with approval from the Appointing Authority.

### Request Types:

#### 1. A consistent schedule change to reduce hours each pay period.

Example: Your regular work schedule is Monday through Friday, 40 hours.

You request 4 hours Salary Savings Leave to be taken every Wednesday afternoon from July 12<sup>th</sup>- September 27<sup>th</sup> (12 Wednesdays = 48 hours total)

#### 2. Specific full days without pay.

Example: Your regular work schedule is Monday through Friday, 40 hours.

You request Salary Savings Leave to be taken July 24<sup>th</sup>-July 28<sup>th</sup> and October 2<sup>nd</sup>-October 6<sup>th</sup> (10 full days = 80 hours total)

#### 3. Reduction in credit load.

Example: Your regular credit load is 12 credits for fall semester. You request Salary Savings Leave for 1 credit.

## Reporting:

eTime coding for Salary Savings Leave requires Human Resources pre-approval. Once the form is completed, approved and submitted to Human Resources “LSS - Leave Salary Savings” coding is added to eTime for the employee to record the leave as requested.

## Additional Resources:

- [Minnesota Statute 493A.49](#)
- [MMB Salary Savings Leave General Memo #2014-3 \(PDF\)](#)
- Bargaining Unit/Plan:
  - AFSCME: Article 15 - Layoff and Recall, Section 8, Voluntary Reduction in Hours
  - Commissioner's Plan: Chapter 6, Unpaid Leaves of Absence - Discretionary
  - Managerial Plan: Chapter 6, Unpaid Leaves of Absence - Discretionary
  - MAPE: Article 29, Voluntary Reduction in Hours
  - MMA: Article 25, Voluntary Reduction in Hours
  - MNA: Article 13 - Layoff and Recall, Section 4, Voluntary Leaves in Lieu of Layoff
  - MnSCU Administrators Personnel Plan: Section 1.07 - Leaves of Absence Without Pay
  - MSUAASF: Article 19, Section D - Salary Savings Leave

## Factors for Supervisors to Consider:

- Is there a current or projected deficit at the campus or within a work unit and will granting the leave address the specific deficit?
- Can you calculate actual savings?
- Can staffing needs be met? Extra consideration should be given to any situation where granting the leave would result in overtime.
- Is another type of leave appropriate?
- Would it be more appropriate to change the employment condition of the position? Voluntary unpaid leave should not be used as a substitute for permanent or indefinite reductions in staffing levels.
- Is the employee’s request for a specified period of time?

## Questions?

For questions regarding specific leave situations or assistance interpreting contract language, please contact Human Resources, [humanresources@winona.edu](mailto:humanresources@winona.edu)