



STATECIVILSERVICE

Impacts on Employees During a Reduction in Work Hours

Reduction in Work Hours refers to a period of a reduced work schedule required by an Appointing Authority to avoid a layoff. In accordance with State Civil Service Rules – [Chapter 17](#) - Layoff Avoidance Measures, an employee's work schedule may be reduced by a maximum of 16 hours in a bi-weekly period within a 12-month period with approval of the State Civil Service Director.

The following outlines how a reduction in work hours may affect employment benefits and related programs.

Paid Leave

- Previously approved paid leave may be modified based on the reduced work schedule.
- Paid leave (annual, sick, holiday, etc.) may be used based on the reduced work schedule.
- Employees will earn annual and sick leave at a reduced rate.

Parental Leave

- Paid Parental Leave will be based on the reduced work schedule during the reduction in work hours period.
- The 12-week eligibility period remains based on the original date of the qualifying event (this period is not extended).

Family and Medical Leave Act (FMLA)

- FMLA leave entitlement will be based on the reduced work schedule during the reduction in work hours period.
- The FMLA eligibility period remains based on the first date of FMLA usage.

State Service

- Reduction in work hours does not affect the employee's Adjusted Service Date or Leave Service Date.

Retirement Contributions

- Retirement contributions are made at a reduced rate.
- Service credit for retirement purposes may be affected.
- Employees should contact their appropriate retirement system for more information.

Worker Compensation

- Workers' Comp payment will continue during the reduction in work hours period.
- Leave buy-back options may be at a modified rate based on the reduction in work hours.

For further assistance, employees should contact their agency's Human Resources Office or the relevant regulatory agency. State Civil Service encourages employees to review all information carefully to understand how a reduction in work hours may affect individual benefits and employment status.