

COUNTY OF MILWAUKEE
POLICIES/PROCEDURES FOR VOLUNTARY TIME OFF PROGRAM

Chapter 17.176 of the General Ordinances of Milwaukee County provides for Voluntary Time Off. Employees are allowed to request voluntary time off without pay, subject to the approval of the Director of Human Resources. The appropriate appointing authority may recommend that the Director of Human Resources approve or deny such requests, based upon workload, staffing requirements, budgetary constraints and other factors which are pertinent to the respective department. Employees shall not lose any benefits as a result of taking a voluntary time off without pay, including postponement of salary increments, continuation of insurance benefits, seniority and accrual of holiday time, sick allowance and vacation. No employee shall be allowed to take more than one hundred sixty (160) voluntary hours without pay in a calendar year and the position may not be filled during the employee's absence. This section shall not apply to employees who are represented by collective bargaining units unless it is incorporated into the respective collective bargaining agreement.

August 31, 2004
Voluntary Time Off Policy