Voluntary Time Off (VTO)

The Voluntary Time Off (VTO) Policy is designed to provide flexible working hours for employees. This policy allows employees to reduce their time at work by 1%, 2%, 3%, 4%, 5%, 10% or 20% without losing many of the benefits available to them. The policy also permits employees to use this time to reduce their work day, work week or schedule blocks of time off. For more information, visit: http://hr.smcgov.org/voluntary-time-vto.

**Requesting a VTO**

1. Click on the Benefits Worklet
2. Under Change, click **Benefits**
3. Under **Benefit Event Type**, pick **Voluntary Time Off** from the drop down

4. Select the **beginning of the pay period (Sunday)** that you would like the VTO to take effect. Refer to the table HERE to see the number of hours a VTO would grant you for the rest of the fiscal year.

5. Hit **Submit**.
6. Click on your Workday Inbox to open your VTO event and Change **Benefit Elections**
7. Select **Elect** instead of waived. Under the **Coverage column**, click the open search box and select the desired VTO percentage. Then click **Continue**.

8. Scroll to Review the VTO rules and sign via Electronic Signature, then check the **I Agree** box.

9. **REQUIRED: Before Submitting**, explain in the comments box how VTO will be used (ie. shorter work week, block of time, number of hours, etc. with the details on your planned usage)

10. Click **Submit**.

**NOTE:** The Benefits department will send the event back to you if the comment field is left blank.

11. Review the request on the confirmation page for accuracy and then click **Done. (as illustrated on the next page)**:
1. To check the Status of your application, click on Overview and then select the Worker History tab:

Next: Find the VTO Event under Worker History to locate the status of the event,

If Pending: the event is not yet approved and is still in progress.

If approved, the hours will be loaded in ATKS.

**IMPORTANT:**

You cannot change the percentage (%). or withdraw from the VTO program before the next fiscal year unless you transfer to another department, promote to a higher classification, or terminate employment.