

# 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 for 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.

Benefit Event Type \* Voluntary Time Off

Benefit Event Date \* 06/14/2020

Submit Elections By 06/14/2020

Enrollment Offering Types (empty)

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

Change Benefit Elections Voluntary Time Off for Ma

Event Date 06/18/2017 Submit Elections By 06/18/2017

Initiated On 05/03/2017

The Voluntary Time Off (VTO) Program helps employees balance their work v them to reduce their working hours for the fiscal year without losing the Cour

Additional Benefits Elections 1 item

Benefit Plan	*Elect / Waive
Voluntary time off - County of San Mateo VTO	<input checked="" type="radio"/> Elect <input type="radio"/> Waive

search

percentage. Then click **Continue**.

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

Employee VTO Acknowledgement

I understand that the percent reduction in salary will be reflected in my hourly rate of ...

☒ I Agree

10% VTO. 208 Hours to be used towards a short work week, 8 hours every Wednesday.

Submit Save for Later More

9. **REQUIRED: Before Submitting**, explain in the **comments** box how the VTO will be utilized (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 comment field is left blank**
11. Review the request on the confirmation page for accuracy and then click **Done**. (as illustrated below)

Elected Coverages 1 item

Benefit Plan

Voluntary time off - County of San Mateo VTO

Signature

X Employee Signature Required

Electronic Signature

Employee VTO Acknowledgement for the 2018.

I understand that the percent reduction in salary

I understand that these VTO hours will be availat used VTO time will not be carried over to the nex pay schedule.

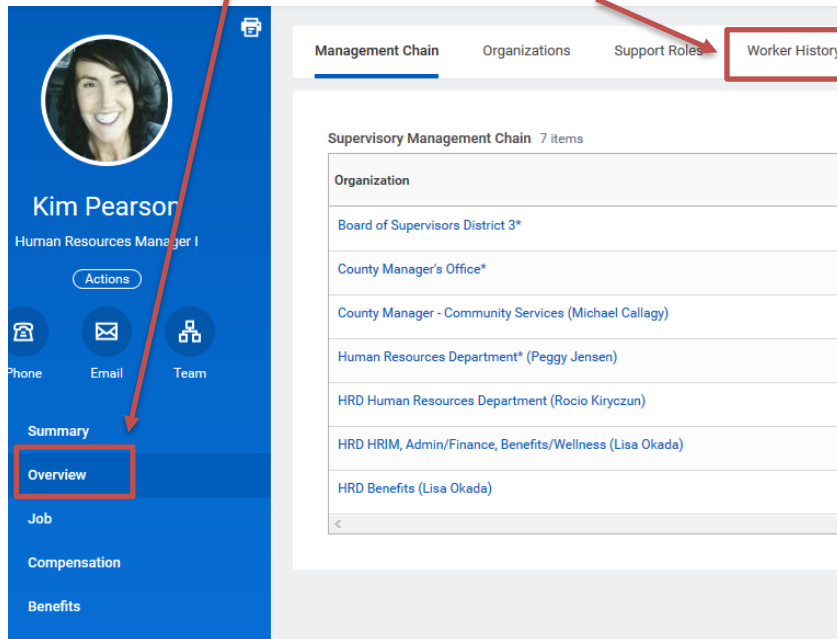
Print Done

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## Checking the Status of your VTO Application

1. Go to your Workday profile
2. Click on **Overview**, then select the **Worker History** tab



**IMPORTANT:** You **cannot change** the % or withdraw from the VTO program before the next fiscal year **unless** you transfer to another department, promote to a higher classification, or terminate.

3. 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