

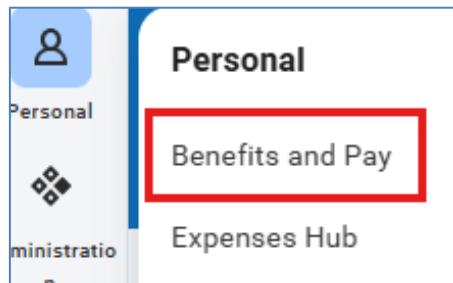
# Voluntary Time Off (VTO)



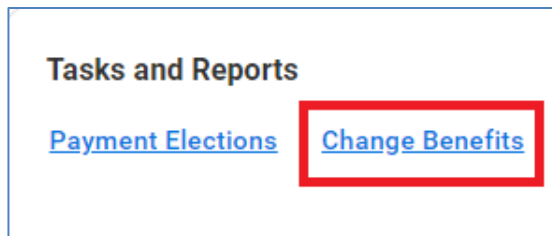
The **Voluntary Time Off (VTO)** Policy is designed to provide flexible working hours for employees. This policy allows employees to reduce their time at work by 1%, 2%, 3%, 4%, 5%, 10% or 20% without losing many of the benefits available to them. The policy also permits employees to use this time to 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

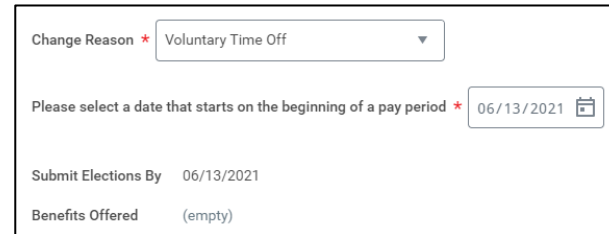
1. Click on **Benefits and Pay** under Tops Apps



2. Under Tasks and Reports, click **Change Benefits**

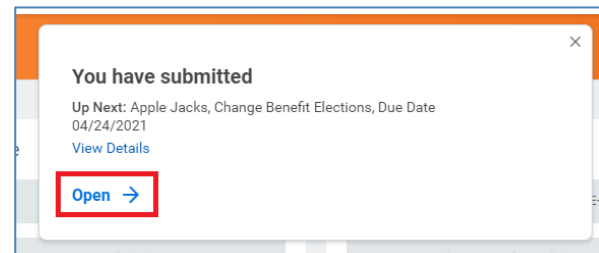


3. Under **Change Reason**, pick **Voluntary Time Off** from the drop down
4. Select the *beginning of the pay period (Sunday)* that you would like the VTO to take effect. Refer to the table [HERE](#) to see the number of hours a VTO would grant you for the rest of the fiscal year.

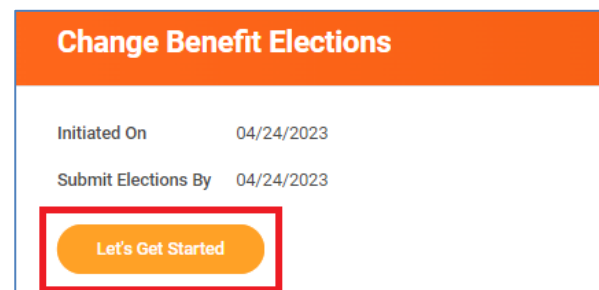


5. Click **Submit**.

6. Click on **Open**



7. Click on **Let's Get Started**



# Voluntary Time Off (VTO)



8. Click on **Enroll**

**Additional Benefits**

**Voluntary time off**  
Waived

**Enroll**

9. Click on **Select**, then click on **Confirm and Continue**.

1 item

*Selection	Benefit Plan
<input checked="" type="radio"/> Select <input type="radio"/> Waive	County of San Mateo VTO

**Confirm and Continue** Cancel

10. Click on the **coverage** drop down menu.

Coverage \* Search

- 1%
- 2%
- 3%
- 4%
- 5%
- 10%
- 15%
- 20%

11. Once you select the VTO %, click on **Save**.

**Coverage**

Select the coverage that you would like for this plan.

Coverage \* x 15%

**Save** Cancel

# Voluntary Time Off (VTO)



12. Your coverage % will be listed then click on **Review and Sign**.

**Additional Benefits**

**Voluntary time off**  
County of San Mateo VTO

Coverage 15%

[Manage](#)

**Review and Sign** Save for Later

13. **REQUIRED:** Before submitting, please include a comment how the VTO will be utilized (shorter work week, block of time off, number of hours, etc. with the details on your planned usage). You may also upload a signed/approved VTO form.

**Example #1:**

I'm requesting 5% VTO to be used for child care commitments. I would like to leave 30 minutes early on Tuesday and Thursday.

**Example #2:** Uploading a document.

I'm requesting 15% VTO to be used as block time off during FMLA. Attached is my signed approval.

**Attachments**

Drop files here

or

**Select files**

**Attachments**

VTO Request.docx  
✓ Successfully Uploaded!

**Comment**

Attached is my signed VTO approval from my dept for 5% VTO.

**Upload**

# Voluntary Time Off (VTO)



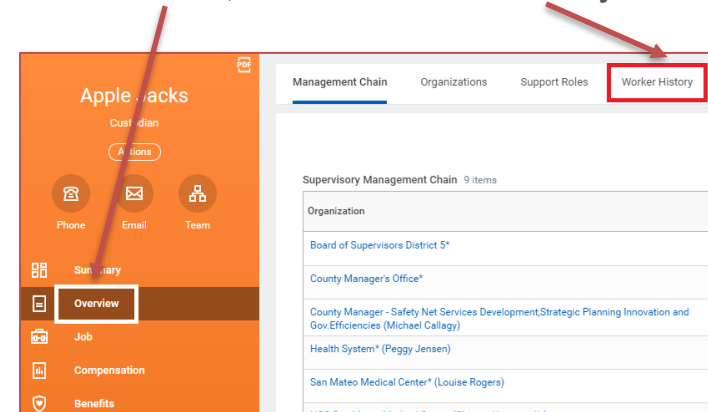
14. Sign via Electronic Signature by clicking the **I Agree** box and **Submit**.

The screenshot shows a form with a checkbox labeled "I Accept" and a "Submit" button. The "Submit" button is highlighted with a red box. Below the checkbox are buttons for "Save for Later" and "Cancel".

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

## Checking the Status of your VTO Application

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



3. Find the VTO event under Worker History to locate the status of the event.
  - If "in progress", the event is not yet approved and is still in progress
  - If approved, the hours will be loaded in ATKS

The screenshot shows the "Worker History" table with 422 items. The "Status" column is highlighted with a red box. The table contains the following data:

Business Process	Effective Date	Initiated On	Due Date	Completed On	Status	Assigned To
Benefit Change - Voluntary Time Off - Apple Jacks on 06/13/2021	06/13/2021	04/22/2021 11:58:51 AM	04/24/2021		In Progress	Ann Parada Cynthia Davis Iris Martinez Kim Pearson

**IMPORTANT:** You **cannot change** the % or withdraw from the VTO program before the next fiscal year **unless** you transfer to another department or promote to a higher classification that doesn't approve your VTO.