



REQUEST FOR SUMMER REDUCED HOURS

RISD offers our staff members the opportunity to work a flexible or reduced work schedule, which typically begins after commencement, and concludes in August before the start of the new school year.

Reduced Summer Hours

Staff may request to voluntarily reduce the number of hours worked each week during the summer, or to take all three months off from work, if consistent with the needs of the office and subject to the approval of the supervisor. The staff member's weekly pay will be reduced proportionately to reflect the number of hours the staff member works each week.

If a staff member requests to reduce their hours, or to take all three months off, RISD will continue to provide their current insurance benefits.

Please complete the appropriate fields to request a reduction in hours.

Staff Name:		Department:	
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I am requesting (select one):

Temporary reduction in hours

Start Date:		End Date:		Weekly Hours during this period:	
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Full reduction of hours, taking a block of time off

Start Date:		End Date:	
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Briefly describe how any critical functions will be handled during the months of your reduced hours and/or approved absence.

Please note, you will be required to submit the staff portion of any benefit costs during the period in which you go unpaid. Contact Melanie Gomes at mgomes01@risd.edu or 401-454-6428 with questions or to make arrangements.

I understand that the decision to temporarily reduce my hours, or to take a concentrated block of time off, is voluntary. I plan to return to my regular schedule prior to the start of the school year.

_____ Staff Signature	_____ Date	_____ Supervisor Approval	_____ Date
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