

**Costs Savings Days Request
July 1, 2010 through May 31, 2011**

Full time permanent employees are required to take (80) hours off without pay over the next fiscal year (July 1, 2010 through June 30, 2011). Ohio EPA has blacked out the month of June, 2011 and all employees must use their Cost Savings Days (CSD) by May 31, 2011. **All CSDs must be scheduled by July 1, 2010.**

Beginning June 1, 2010, supervisors should begin accepting scheduling requests for CSDs from their OCSEA and exempt employees. **Employees are to complete the bottom portion of this form and return it to their supervisor no later than June 7, 2010.** ALL communication regarding requests and approvals/denials should be made utilizing this form and retained for purposes of documentation.

- A review of all requests will take place within each Division, District, or Office work unit from June 8-June 11, 2010.
- Normal operational minimums (e.g., 30% coverage) will be considered when approving CSD requests.
- CSDs for employees of OCSEA will be awarded in seniority order.
- CSDs can only be used for full scheduled work day (including flex schedules of no less than 4 hours and no more than 9 hours).
- Employees should consider requesting CSDs for planned vacations, especially around the holidays.
- Employees who are denied a CSD will be asked to choose an alternative date for review.
- **The Employer shall schedule CSDs for employees who decline to schedule part or all of the CSDs.**
- Divisions, Districts and Office shall maintain records of each employee's finalized CSD schedule (and all agreed to changes to this schedule for each work unit.)

Questions may be directed to Karen Haight (614-644-2100)

Employee Name:	Date:
Division:	Section:
Supervisor:	

Preferred Dates	Approved	Disapproved	Hours Requested	Alternate Dates	Approved	Disapproved	Hours Requested
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	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	
Total Hours			80		<input type="checkbox"/>	<input type="checkbox"/>	

Supervisor's Signature

Date