

**Voluntary Reduced Workweek (VRW) Request Form 2026/2027 Fiscal Year**

Please submit completed Request Form to Department Manager/Director by March 13, 2026. Applications received after this date can be considered by management subject to operational requirements.

Employee Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_

Employee Department: \_\_\_\_\_ Employee Classification: \_\_\_\_\_

**Please indicate if you are:    Full-time or    Part-time**

I hereby request an unpaid leave of absence (VRW day) for the following day(s) to a maximum of twenty (20) VRW days. The number of days and the specific dates requested are subject to approval by the Department.

Requested VRW day: ***day/month/year***


I have read and understand the information regarding the Voluntary Reduced Workweek program.

If one or more VRW days is approved, I understand and agree to the following:

- That my salary will be adjusted to reflect the effect of the approved VRW day(s) by reductions in my bi-weekly payroll during the period of May 1, 2026, and March 19, 2027.
- Once requested VRW days are approved, I cannot change the total number of approved VRW days that I will take. Subject to the approval of the employing authority, the specific dates of the approved VRW day(s) may be changed. All VRW days must be taken by March 5, 2027.
- The approved VRW day(s) will be treated as a regular working day for the purposes of pension, group life insurance, and accumulated service calculations.
- Where operationally necessary, the Department may direct, with appropriate notice that I work on a previously approved VRW day. In that event, an alternate mutually acceptable VRW day will be selected in the fiscal year.
- If I incur a reduction in my salary, I may cancel my participation in the program in writing within two (2) weeks of incurring the reduction, and any related overpayment or underpayment will be adjusted by the Department.
- If I leave the employ of the Manitoba Government, any related overpayment or underpayment will be adjusted by the Department.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Employee Signature**

$$\frac{\text{# days}}{\text{# days}} \times \frac{\text{daily hrs}}{\text{daily hrs}} = \frac{\text{total hrs}}{\text{total hrs}} \times \frac{\text{VRW rate}}{\text{VRW rate}} = \frac{\text{total hrs}}{\text{total hrs}} \div \frac{\text{VRW rate}}{\text{VRW rate}} = \text{_____ (bi-weekly deduction)}$$