

June 15, 2017

To: Staff

Re: Renewal of the Employee-Initiated Reduction In Time (ERIT) Program

The University of California is renewing the Employee-Initiated Reduction In Time (ERIT) Program on July 1, 2017. The program provides an opportunity for eligible career staff to voluntarily reduce their appointment percentage and corresponding pay as an option to enhance work-life balance.

ERIT Program

Eligibility: All career staff employees (regular status and probationary), except Senior Management Group (SMG) members.

- Participation for exclusively represented employees is dependent upon agreement by their applicable union.

Reduction in time:

- Appointment percentage reduction must be in increments of 5% of full-time
- Minimum reduction in time (appointment percentage): 5% of full-time
- Maximum reduction in time (appointment percentage): 50% of full-time
- An employee's work schedule may not be reduced below 50% time in any given month of participation.

Employees may request their department head's approval to voluntarily reduce working time, within specific limits, from a minimum of one month to a maximum of 36 months. Participation is subject to approval by the employee's department head and work schedules are subject to approval by an employee's supervisor.

Additional information on the program, frequently asked questions (FAQs), and contract/contract amendment forms are available on the Human Resources [ERIT Program](#) website. If you have any questions regarding the program, please call Mary White, HR Policy Analyst at extension 2-2622 or send an email to hrpolicy@ucr.edu.