



Dock Option - You may choose NOT to use any of your leave credits to complete the 4/10 work day/week. By making this selection you fully understand that no leave credits will be applied related to ANY portion of this request, and that your pay will be docked/reduced accordingly. You also understand that this decision may impact your monthly sick/vacation leave accruals, and other service such as state service, anniversary dates and retirement. You may also be required to be placed on a temporary leave of absence due to the reduced nature of your work schedule. If this is your decision, please state your request for No Dock clearly on the Hardship request form and provide a reason. For payroll related questions, please contact x2233. For benefits/retirement related questions, please contact x3735,

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