

**2009–2010 FURLOUGH/SALARY REDUCTION PLAN  
PROVISIONS GOVERNING THE USE OF FURLOUGH TIME**

Furlough time is to be used in accordance with the following provisions:

General Provisions

- Furlough time will be recognized only during the term of the Furlough/Salary Reduction Plan.
- Employees' furlough time is credited to and tracked in an individual "furlough bank".
- Furlough time is for use during pre-determined mandated closure days and for discretionary floating days/hours, as applicable.
- It is recommended that furlough time be recorded in one-day increments for exempt employees (or the appropriate proportion for part-time appointments) and ¼ hour increments for non-exempt employees; however, campuses may establish local procedures for recording furlough time.
- All furlough time must be used by August 31, 2010 (or by the end of the employee's furlough plan term if other than August 31, 2010).
- Locations must manage furlough time to ensure that it is used by the end of the Furlough Plan term. It is strongly recommended that supervisors work with their employees to develop individual furlough schedules at the outset of the Furlough Plan term. For example, this may entail employees accruing furlough days to use in blocks during mandated closure days, using discretionary furlough time on a monthly basis spread over the course of the Furlough Plan term, or some other method.
- Furlough time will expire at the end of the Furlough Plan term, or upon separation from employment, whichever occurs first.
- If an employee separates from employment with a "negative" accrual of furlough time, the University will not require that the employee repay the value of the time.

Mandated Closure Days

- Each campus has the authority to schedule pre-determined mandated furlough closure days at the campus, department, or operational unit level. Closure days should be communicated to employees with as much advance notice as possible (generally, a minimum of 30 days is recommended).
- If an employee has not yet accrued sufficient furlough time to cover mandated closures, the employee may use furlough time before it has actually accrued.
- There is no maximum amount of furlough time that may be advanced, except that it will be capped at the employee's allotted number of days per his/her salary band.

- If an employee will not accrue sufficient furlough time over the Furlough Plan term to cover the mandated closure days, the employee may use vacation leave in conjunction with furlough time for mandated closures. For example, if an employee will accrue a total of 5 furlough days over the Plan term, and the campus has 6 mandated closure days, the employee will use the 5 furlough days and can use vacation leave for the 6<sup>th</sup> closure day.
- Employees who are exempt from the Furlough Plan may choose to use vacation, other accrued time, or leave without pay during mandated closures.
- For exclusively represented employees, consult your local Labor Relations Office staff.

### Discretionary Days

- When a campus, department, or operational unit does not schedule mandated closure days, or when an employee's allotted furlough time exceeds the number of mandated closure days, the employee may use the excess furlough time at his/her convenience as discretionary floating days/hours, in agreement with his/her supervisor.
- Supervisors are encouraged to accommodate reasonable requests for the use of discretionary furlough time.
- In order to assist supervisors in planning for business continuity and to ensure that all accrued furlough time will be used, supervisors should request that employees provide a schedule of when they wish to take their discretionary furlough time. The campus, department head, or supervisor, as applicable, has the authority to establish a deadline or deadlines for submission of employee schedules.
- If an employee does not provide a schedule of furlough time to his/her supervisor by the established deadline(s), the supervisor is authorized to schedule furlough time for the employee.
- An employee's schedule of discretionary furlough time may be modified at any time during the Furlough Plan term by mutual agreement of the employee and his/her supervisor.