



## Mandatory Furloughs – 2009-2010 Basic Information

**Furlough:** Unpaid time off required on a temporary basis as a cost saving measure

**Timeframe:**

The period for taking mandatory furloughs begins July 1, 2009 and ends June 30, 2010.

**Employee Groups Impacted:**

All regular benefit eligible faculty, administrators, academic professionals, classified staff, and service professionals will participate in the furlough program with the exception of employees funded 90% or more by sponsored project funds (not including TRIF), graduate assistants, postdoctoral scholars, and employees on H1-B visas.

**Required Furlough Time:**

For administrators, academic professionals, classified staff, and service professionals, required furlough time is based on actual salary and full time equivalency (FTE) and then rounded to the nearest whole hour:

- Employees whose salaries are under \$40,000 per year are responsible for taking one furlough day (8 hours for 1.0 FTE and prorated for reduced FTE) during fiscal year 2010.
- Employees whose salaries are \$40,000 or more per year are responsible for taking three furlough days (24 hours for 1.0 FTE and prorated for reduced FTE) during fiscal year 2010.
- Number of required furlough hours based on FTE:

**Non-faculty under \$40,000 (1 day)**

FTE x 8 hours = # of hours *(rounded to nearest whole hour)*

**Non-faculty \$40,000 or over (3 days)**

FTE x 24 hours = # of hours *(rounded to nearest whole hour)*

For faculty and administrative faculty, required furlough time is based on actual salary and contract length and then rounded to the nearest whole hour:

- Employees whose salaries are under \$40,000 per year are responsible for taking one furlough day (8 hours for 12 month contracts and prorated for reduced contract periods and/or reduced FTE) during fiscal year 2010.
- Employees whose salaries are \$40,000 or more per year are responsible for taking three furlough days (24 hours for 12 month contracts and prorated for reduced contract periods and/or reduced FTE) during fiscal year 2010.
- Number of required furlough hours based on contract period:

**Faculty under \$40,000 (1 day)**

12 month contract = 8 hours  
11 month contract = 7 hours  
10 month contract = 7 hours  
9 month contract = 6 hours

**Faculty \$40,000 or over (3 days)**

12 month contract = 24 hours  
11 month contract = 22 hours  
10 month contract = 20 hours  
9 month contract = 18 hours

### **Tracking and Recording Furlough Time**

- The required furlough hours will be calculated for each employee and those hours will be loaded in LOUIE self-service where vacation and sick hours are tracked.
- An ROA (record of absence) form will be used to record furlough hours taken in a pay period.

### **Scheduling Furlough Time**

- Employees and supervisors will need to work together to balance the needs of the employee with the business needs of the department.
- In most cases, furlough time should be approved in advance.
- Some departments may establish set days when employees will take furlough.
- Deans, directors, and department heads are responsible for ensuring all required furlough time is taken in their assigned units. Reports will be provided that can help them see who still has furlough time to take.

### **Things to Keep in Mind When Scheduling**

- Amount of pay reduction in a pay period (many employees may need to minimize the reduction in their paycheck in any given week)
- Amount of pay reduction in a particular month (based on the number of deductions coming out of someone's check)
- Peaks and valleys of the department and/or of the employee's specific role
- Number of employees to schedule around
- Each employee's situation is unique (financial, personal, family needs)
- Each department's situation is unique (timing, scheduling, staffing)

### **Ways to Take Furlough Time (with approval)**

- In increments of one hour or more
- On any regularly scheduled work day
- On a university holiday
- On a winter break closure day
- On an emergency closure day (ex. snow closure - after the fact)

### **Prohibited on the Furlough Plan**

- Working while on furlough time
- Working additional time in the same week to make up for furlough time
- Using vacation, sick or comp time to offset furlough
- Reducing FTE or salary to minimize the impact of furlough
- Closing departments/cancelling classes

### **Impact on Benefits:**

- Annual sick and vacation accrual rates will not be affected by furlough time.
- Health benefits and employee premium costs will not be affected due to furlough.
- Benefits deductions based on a flat rate dollar amount will not be affected by furlough.
- Benefits deductions calculated as a percentage of earnings (e.g., retirement) will be reduced in any pay period in which furlough time is taken.
- Retirement benefits may be impacted due to a change in earnings and dependent on the employee's retirement plan and unique circumstances.