VOLUNTARY FURLOUGHS
ALL CAMPUSES

COST SAVINGS MEASURES
IN RESPONSE TO COVID-19
VOLUNTARY FURLOUGH

What are the Advantages of a Voluntary Furlough

• Assist the University with cost savings due to COVID-19 pandemic.
• Can take up to 90 days in the fiscal year 2020-21
• Accrue annual and sick leave
• If a mandatory furlough implemented, the voluntary furlough days taken are counted towards mandatory furlough.
• No changes in the EPMS date, state service or continuous state service date.
VOLUNTARY FURLOUGH

Eligibility
• Employees in FTE, RGP and TL are eligible to take up to 90 days in a fiscal year.
• H1Bs are not eligible to participate.
• Hourly employees (non-exempt temporary employees) and student employees are not eligible for voluntary furloughs.

Benefits
• Annual and Sick Leave will still accrue.
• No service dates are adjusted for furlough.
• For benefits which require employer and employee contributions, the university will be responsible for making both employer and employee contributions if coverage would otherwise be interrupted.
VOLUNTARY FURLOUGH

Procedures

• Furlough will be tracked in iTAMS utilizing FURLOUGH-VOL - UNPAID FURLOUGH HOURS, VOLUNTARY

• For exempt employees, furlough must be taken for five (5) full days in the same work week in order to maintain FLSA exempt status. Employees cannot work during this time or exemption status is jeopardized.

• FLSA workweek runs from Sunday to Saturday. Exempt employees cannot work that Sunday or Saturday either.

• Employees must take furlough days in whole day increments.

• This is applied to the primary job – not internal dual.
VOLUNTARY FURLough

• Employees will not be paid their salaries for days furloughed.
• Salary will be reduced at the time the furlough is taken.
• Salary includes base and non-base salary adjustments, i.e. temporary salary adjustments, administrative salary adjustments, etc.
• Certain federal and other external funds may be restricted by a voluntary furlough. It is up to the Department to research anyone requesting a voluntary furlough to determine if federal or other external funds are restricted.
• Voluntary Agreement form to be signed by employee and supervisor/manager. Signed agreement sent to Division of Human Resources.
• Employees affected by a voluntary furlough do not have grievance or appeal rights under the State Employee Grievance Procedure Act.
• Cannot be taken on a holiday.
• Exempt employee cannot take a 5 day voluntary furlough during the week where a holiday occurs.
VOLUNTARY FURLough

• Voluntary furlough may be requested by an employee in lieu of paid leave in order for the employee to be away from work.
• Consideration of workloads, work distribution, and similar factors may necessitate that the furlough not be taken or be taken at a different time.
• The department/unit has full discretion to approve or deny the furlough request.
• Voluntary furlough should not be used as a replacement for leave without pay.
• Supervisors should not expect nor ask employees to work while on furlough.
• If work is performed during furlough time, it is considered hours worked, must be recorded as such in ITAMS, if non-exempt, and must be paid.
• Should a mandatory furlough be implemented, any voluntary furlough days taken will count towards the mandatory furlough.
VOLUNTARY FURLOUGH

Recording and Approving in iTAMS

• Voluntary Furlough Agreement

• It is incumbent of the supervisor to ensure they are approving correct information about voluntary furlough.

• Employees can only utilize whole day increments of workdays.
  • Example: Employee works 20 hours per week – 4 hours per day. Voluntary furlough for one day should be 4 hours.

• Exempt employees must take the 5 consecutive days in the FLSA workweek.
  • Example: Voluntary furlough entered for Monday through Friday, and no work performed on the previous Sunday or following Saturday as well.
QUESTIONS?
THANKS!

Division of Human Resources