Frequently Asked Questions – Mandatory Furlough:

What is a furlough?

A furlough is a leave of absence without pay that is implemented as a cost savings measure.

Who is required to participate in a mandatory furlough?

All benefits eligible UH employees paid by state and locally allocated funds will participate with the exception of the following employees:

- H1-B visa status employees
- Employees where their positions are funded 75% or more by grants
- All student employees, to include:
  - Graduate assistants
  - Teaching assistants
  - Research assistants
  - Instructor assistants
  - Student workers
- All employees who do not have an actual annual salary of $30,001 or more.
- Part-time, non-benefits eligible employees with a salary less than $30,001
  - Part-time faculty
  - Part-time staff

If my position is partially funded by a grant how will the furlough affect me?

Non-exempt staff employees will pro-rate their furlough hours in direct proportion to their state funding.

Exempt employees where their position is funded 74% or less by a grant will be required to participate in the full Mandatory Furlough day. The employee will be required to take the full day off and will be permitted to make up the grant related hours within the pay period.
Exempt employees where their position is funded 75% or more by a grant will not be required to take a furlough day.

**How many days do I have to take off as furlough days?**

There are two furlough levels Mandatory and Voluntary:

**Mandatory:** Friday, May 28 or Tuesday, June 1, 2010 (the University will remain open for services on these days and departmental approval for leave should be coordinated and approved with this in mind). Employees with an annualized salary of $30,001 or more

**Voluntary:** Up to 24 hours is allowed.

*Can I work extra hours in the pay period to make up for the Furlough hours not paid?*

No, there is no cost saving to the university if extra hours are worked.

*When will I see the Mandatory Furlough time on my paycheck?*

Faculty will see the Furlough time on their June 1st paycheck.

Staff will see the Furlough time on either their July 1st or August 1st paycheck depending on which day they choose to take their Furlough time.

**How do you determine which employees have an annualized salary of $30,001 or more?**

The annualized salary is calculated as an estimated amount assuming the employee works full time for one year.

A monthly paid faculty or staff employee’s annualized salary is calculated by multiplying the monthly rate by the number of months in the contract (12 months if no contract) and dividing that by the FTE.

*How will Faculty Member’s Furlough day be processes?*

HR will process all Faculty Members accordingly.

**How will the furlough program affect benefits eligible employees who work part-time?**
Furlough time will be prorated based upon FTE. Calculate part-time employee furlough time as follows: 8 hours multiplied by their FTE.

For example:

A part-time employee at 75% FTE will take 6 hours of furlough time. [8hrs*0.75 FTE]

**How will the furlough program affect employees on various pay options?**

Furlough time will be calculated using the equivalent of 8 hours of annualized salary.

For example:

A faculty member on a 9 pay 12 contract whose annual salary is $90,000 will take 8 hours of furlough time which will be a salary deduction of $346.15.

A faculty member on a 9 month contract whose annual salary is $90,000 will take 6 hours of furlough time which will be a salary deduction of $346.15. [8hrs*(9 mo/12 mo)]

A faculty member on a 10 month contract whose annual salary is $50,000 will take 6.67 hours of furlough time which will be a salary deduction of $192.31. [8hrs*(10 mo/12 mo)]

*I plan to travel to an academic conference or for required training while I’m furloughed. Can I still be reimbursed for my travel and expenses?*

Mandatory furlough for staff and voluntary furlough for all employees (faculty and staff) should not be taken during business travel. If travel for a staff employee is scheduled to occur during both May 28 and June 1 and the travel dates cannot be changed (e.g., attending a conference, etc.), the staff employee should choose another day during the month of May as their mandatory furlough day. Otherwise, all staff employees who are eligible for the mandatory furlough must take their furlough day on May 28 or June 1.

Since all faculty employees must take their furlough day on May 28, faculty who are scheduled to take a business trip that includes May 28 should change their travel dates if possible. If it is not possible to change their travel dates, the faculty member may be reimbursed for the business trip even though it includes their mandatory furlough day (May 28). Additional documentation will not be required for charging or reimbursing travel expenses on a mandatory furlough day for faculty.

*Will I use the same Furlough code for Mandatory and Voluntary Furlough days?*
No, a Voluntary Furlough code will be available in PeopleSoft on June 2nd.

Can I deduct the furlough hours from my 2010 federal tax return?

No, the furlough does not qualify as a tax deduction.