Manager's Furlough Guidelines:

Managing furloughs will require a crucial balance between maintaining day-to-day operations and ensuring your employees are adhering to the furlough program. Deans/directors/department heads are ultimately responsible that all required furlough time is taken and ensuring appropriate supervision is maintained throughout the furlough process. You are encouraged to communicate openly and early in the process so that employees know what you expect and how you will manage the process in the coming months. Your support and outstanding leadership will result in a successful furlough program which will ultimately impact budget savings for the University.

Deans, directors, and department heads are responsible for ensuring all required furlough time is taken in their college/divisions.

No units will be closed due to furloughs.

The one day Mandatory Furlough will be required of all eligible employees. The days are designated as Friday, May 28, 2010 or Tuesday, June 1, 2010.

Faculty will be required to take their mandatory furlough day by May 28, 2010.

Since the University will remain open during the furlough period, administration and staff will take either May 28th or June 1st as their mandatory furlough day.

If Voluntary Furlough days are implemented in your work area, they must be scheduled and coordinated to be taken no later than July 31, 2010.

Due to federal Fair Labor Standards Act (FLSA) implications, employees shall not work during their furlough time, nor shall they work additional time within the same week to make up for furlough time taken.

Sick, vacation, and/or compensatory time may not be used to offset furlough time.

For those employees who work less than twelve months, furlough time must be taken during normally scheduled work/contract periods.

Furloughs must be taken during regularly scheduled work time.

Supervisors must manage the process to balance the individual and departmental needs.
The Furlough program is a temporary program to assist the University in meeting current and potential economic and budgetary conditions.

Furlough time should be scheduled within a full work day.

- Full-time employees should take 8 hours
- Part-time employees should take Furlough time prorated by their FTE.

Employees on an H1B status are exempt from the furlough program due to reported wages to the United States Citizenship & Immigration Services (USCIS) during the visa request process.

Student Workers working in your work area can participate in the furlough program; hours not worked should be reported to the financial aid office for appropriate processing. Unpaid time from student workers receiving full pay from a federal grant will not directly impact cost savings from your budget.