

VI. POLICY

A. Use of Voluntary Furloughs

Voluntary furloughs may be granted when the President of the University has determined that economic conditions warrant the reduction of State funded salary expenditures, and may be used to reduce such expenditures. However, the granting of such furloughs shall not be limited solely to such circumstances.

B. Granting Requests

1. Requests for voluntary furloughs may be granted provided such approval does not generate overtime; necessitate the hiring of a temporary replacement; or result in a loss of anticipated revenues.
2. A department head shall have the right to disapprove any requests for a voluntary furlough when operationally necessary. A disapproval or partial disapproval of a request for voluntary furlough shall not be subject to any grievance procedure.

C. Benefits Coverage

1. Employees approved for furloughs shall continue to accrue seniority during the furlough and their basic health benefits shall continue.
2. Employees shall be responsible to make any required health plan contributions and dental coverage premiums if there are insufficient bi-weekly earnings to cover these payment(s).
3. Pension deductions and contributory life premiums will continue provided the bi-weekly earnings are sufficient to cover these deductions. For purposes of pension calculations, an extended furlough covering a minimum of one full pay period up to three months is considered a leave of absence without pay. Pension members may apply to purchase the pension service credit for a maximum of three months at any time once they return to active payroll by contacting the Division of Pension and Benefits.
4. Other payroll deductions such as parking, credit union, savings bonds, etc. will continue provided the earnings during the pay period are sufficient to cover such deductions.
5. Employees shall retain their anniversary date for merit increases and shall be eligible to seek promotions while on furlough.
6. Employees shall continue to accrue vacation and sick leave for intermittent or consecutive furlough days of thirty (30) days or less. After thirty (30) days, the regulations for unpaid leave of absence will apply (Human Resources Policy Manual, Leave of Absence for Personal, Academic, Military, 30-01-40-40:15).

D. Layoffs

If a layoff should occur while an employee is on a voluntary furlough, the employee's status shall be determined as if the employee was in active status. For example, if the employee was in active status, and the employee would have been subject to layoff notice, he/she shall receive a layoff notice and his/her status shall be determined by following the University's layoff policy and procedure.

E. Other Employment While on Furlough

Employees may work for an employer other than the University while on a voluntary furlough provided that such employment does not violate pertinent University policies.

VII. PROCEDURE

Performed By:

Action Taken:

- | | |
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| Employee | 1. Employee wishing to apply for a voluntary furlough shall complete a Request for Unpaid Voluntary Furlough form (EXHIBIT), and submit the request to the appropriate Department Head for approval. |
| Department Head | 2. Approves or denies request. If approved, the form is to be submitted to the appropriate Dean or Vice President. |
| Dean/Vice President | 3. Approves or denies request. If approved, the form is to be submitted to the Vice President for Human Resources. |
| Vice President for Human Resources | 4. Approves or denies request and returns the Request for Unpaid Voluntary Furlough form to the Department Head. |
| Department Head | 5. Notifies the employee as to the final approval or denial of his/her request for an unpaid voluntary furlough. |
| Employee or Supervisor | 6. Enters SD (salary delete) on timesheet for each day scheduled to be on voluntary furlough. |

VIII. EXHIBIT

Request for Unpaid Voluntary Furlough Form

By Direction of the President:

Vice President for Human Resources

EXHIBIT (continued)

REQUEST FOR UNPAID VOLUNTARY FURLOUGH
Page Two

- 4. I will continue to accrue sick and vacation leave for intermittent or consecutive furlough days of thirty (30) days or less. After 30 days, the regulations for unpaid leave of absence will apply.
- 5. I will continue to accrue seniority during the furlough and my basic health benefits shall continue.
- 6. I will be responsible to make any required health plan contributions and where applicable, pay my share of the dental coverage premium.
- 7. Pension deductions and contributory life insurance premiums will continue, provided my bi-weekly earnings are sufficient to cover these deductions. Extended furloughs covering a minimum of one full pay period up to three months is considered a leave of absence without pay. I may apply to purchase the pension service credit for a maximum of three months at any time once I return to work.
- 8. Other payroll deductions such as parking, credit union, savings bond, etc. shall continue provided earnings during the pay period are sufficient to cover such deductions.
- 9. This furlough will not be approved until all required signatures have been obtained.
- 10. Failure to return to work upon the completion of this furlough without securing permission to continue on leave from the University shall subject me to disciplinary action up to and including possible termination of employment.

Employee's Signature

Date

Approved
Rejected

Department Head/Chairperson

Date

Approved
Rejected

Dean/Vice President

Date

Approved
Rejected

Vice President for Human Resources

Date