

BAMI furlough information for Academic Staff Members:

With the exception of the day after Thanksgiving, different institutions within the UW-System are able to specify their own fixed furlough days. Decisions about certain elements of the furlough program have also been delegated to individual institutions and individual divisions within institutions, based on each one's operational needs.

Fixed furlough days for UW-Extension and UW-Colleges for fiscal year 2010

2009-10

November 27 2009 (Friday)

January 4, 2010 (Monday)

March 22, 2010 (Friday)

May 21, 2010 (Friday)

Day after Thanksgiving

Day after New Year's holiday

UW-Colleges Spring Break

UW-Colleges end of term

Fixed furlough days for UW-Extension and UW-Colleges for fiscal year 2011:

2010 -11

November 26, 2010 (Friday)

January 3, 2011 (Monday)

March 21, 2011 (Monday)

May 23, 2011 (Monday)

Day after Thanksgiving

Day after New Year's holiday

UW-Colleges Spring Break

UW-Colleges end of term

Your paycheck will be reduced only when you take furlough time off. Because of the timing of the payroll and your reporting of furloughs, there is a one-month delay in the payroll reduction. For example, if you take a furlough day in August, the paycheck you receive on October 1 will be reduced by one day's worth of pay.

The following is some basic information about the furloughs.

- Furloughs must be taken in increments of 8 hours (prorated for part-time employees).
- Only one furlough day can be taken in a week.
- You must obtain your supervisor's approval before scheduling furlough time – just as you do for vacation.
- Furlough days can be used to substitute for use of sick leave, approved vacation or other paid leave time or unpaid medical leave.
- You cannot do any work when you are using furlough time - including telephone calls, e-mails and texts. If your supervisor learns you have worked on a furlough day, then vacation or other paid time will be swapped for the furlough day and you and your supervisor must designate another furlough day.

- You are not permitted to work more than 32 hours in a week when you are also using furlough time. You and your supervisor must both certify on the furlough leave statement that you have not worked – or used a combination of work and paid time off -- of more than 32 hours in a week when you are using furlough time. Those with less than 100% appointments have lower maximum hours, based on the appointment percentage.
- Furlough days must be used in the same fiscal year as earned; they cannot be carried over into the next fiscal year.
- The fixed furlough days are loaded into the payroll system and furlough hours will be deducted automatically, although you will still have to report hours worked in the week the fixed furlough day is scheduled.
- Furlough hours not taken by the end of the fiscal will all be deducted from the last check of the fiscal year, payable July 1.

Reporting Requirements:

You will need to report furlough time used on a new form called the Furlough Time Report, which will be sent in conjunction with the regular leave report. You must fill it out and submit it in months in which you have used furlough time. **In those months, however, you will also need to report your total hours worked each day and any paid leave used during the seven-day period (Sun – Sat) of the week in which you used furlough time.** This is a federal labor law (Fair Labor Standards Act) requirement. Even though you hold a salaried position, federal law requires that you be considered an hourly employee in any week in which you take furlough time. As such, you are required to report all hours worked in those weeks and UW-Extension must pay you for all hours worked.

For those with 100% appointments:

For full-time (100%) academic staff employees, during the week furlough time is used actual hours worked and paid leave time used plus furlough time added together cannot exceed 40 hours per week (Sunday through Saturday work week). If the total exceeds 40 hours, the furlough will be voided and will be re-assigned at a later date.

For those with less than 100% appointments:

For part-time academic staff employees, during the week the furlough time is used, actual hours worked and paid leave time used plus furlough time added together cannot exceed your designated appointment percentage. You can calculate this by multiplying your appointment percentage times 40 hours in a seven-day week. For example, a person on a 50% appointment generates the requirement to take 32 furlough hours during the fiscal year. During the furlough week, this 50% employee cannot exceed 20 hours (.5 X 40) when combining hours worked, any paid time off and furlough hours. A person on a 75% appointment generates the requirement to take 48 furlough hours during the fiscal year. During the furlough week, this 75% employee

cannot exceed 30 hours (.75 X 40) when combining hours worked, any paid time off and furlough hours. Both the employee and the supervisor must certify the number of hours worked plus furlough plus paid time off have not exceeded the appointment maximum that week.

How much does a furlough day cost me?

To calculate roughly how your furlough day will affect your paycheck, you can perform this calculation:

Current gross monthly pay divided by 174 = hourly rate; hourly rate times 8 = cost of one furlough day.

For example, for someone earning \$3000 per month:

$$\$3000/174 = \$17.24$$

$$\$17.24 \times 8 = \$137.92 = \text{cost of one furlough day}$$

Information on the UW-Colleges and UW-Extension furlough plans can be found at:

<http://uwex.uwc.edu/budgetImpacts/furloughs/>

UW-System furlough information can be found at:

<http://www.uwsa.edu/furloughs/>