

Process for Communicating that a Day Other than a “Fixed” Furlough Day will be taken

(Because of not normally scheduled to work on “fixed” furlough days)

(Revised 7/30/09)

Examples: 1) A colleague has an 80% appointment and works 32 hours, Monday-Thursday. A “fixed” furlough day falls on a Friday; a colleague has a 50% appointment and works Tuesday, Wednesday and a half-day on Thursday. A “fixed” furlough day falls on a Monday.

Steps:

1. The colleague reviews his or her work schedule and seeks input as needed. If operational needs and personal preference make it possible, the colleague has the option of changing his or her standard work schedule during a week in which a “fixed” furlough day is scheduled so that they can take the “fixed” furlough time off. If not, the colleague is responsible for providing notification of the schedule conflict.
2. The colleague notifies his or her Department Head, Program Director, Nutrition Coordinator or Unit/Administrative lead via email; cc the appropriate District Director, Program Director, Nutrition Coordinator or other administrative lead by the 15th of the month that proceeds the “fixed” furlough day, i.e., October 15th for November; December 15th for January; February 15th for March; April 15th for May.
3. The Department Head, Program Director, Nutrition Coordinator or Unit/Administrative lead notifies the Payroll Office that the “fixed” furlough day will not be taken and notifies the colleague that a different day within the current fiscal year is to be substituted. The UWEX Payroll Office must be notified by the last day of the month that proceeds the “fixed” furlough day.