

## What To Do If You Are Not Scheduled to Work on a “Fixed” Furlough Day

(for positions listed in Furlough Table B  
and designated classified staff positions listed in Table C)

Even if you are not normally scheduled to work on what’s been designated as a “fixed” furlough day, your paycheck will automatically be adjusted to reflect “fixed” furlough time off during those months/weeks when a fixed furlough day is observed. In FY 09-10, fixed furlough days for Cooperative Extension will be observed on November 27, January 4, March 22, and May 24.

Follow the steps below if you wish to prevent this automatic reduction of your paycheck:

### Examples:

- 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.

### Options:

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 he or she can take the “fixed” furlough time off on the designated date.
2. Some colleagues may be observing the Friday after Thanksgiving as a county holiday (in exchange for a state holiday such as Martin Luther King Day that the county does not observe). It is acceptable to instead take November 27<sup>th</sup> as the scheduled “fixed” furlough day/hours, and to observe another day as a paid holiday.
3. A colleague may prefer to not adjust his or her work schedule and to not have his or her paycheck automatically reduced.
  - a) The colleague notifies his or her Department Head, Nutrition Program Coordinator or Unit/Administrative Lead via email; cc to the appropriate District Director, Program Director or Administrative Lead by the 15<sup>th</sup> of the month that proceeds the “fixed” furlough day, i.e., October 15<sup>th</sup> for November; December 15<sup>th</sup> for January; February 15<sup>th</sup> for March; April 15<sup>th</sup> for May.
  - b) The Department Head, Nutrition Program Coordinator or Unit/Administrative Lead notifies the UWEX Payroll Office that the colleague is not scheduled to work on the designated “fixed” furlough day and that the automatic paycheck deduction should not occur. (Deb France, UWEX Payroll Manager, [deb.france@uwex.edu](mailto:deb.france@uwex.edu). The UWEX Payroll Office must be notified by the last day of the month that proceeds the “fixed” furlough day.
4. Note: For record-keeping purposes, the immediate supervisor, e.g., Department Head, Nutrition Program Coordinator or Unit/Administrative Lead will track when the substituted “fixed” furlough days/hours are taken, or when an alternate holiday is taken.