

Furlough Reminders:

All:

- Can take furlough time off (FTO) in more than one week per month
- Week is defined as Sunday – Saturday
- Can take no more than 8 hours in one week
- Can take for any days or hours scheduled to work; can't take when not scheduled to work (ex. most scheduled to work Monday-Friday, so can't take FTO on a Saturday or Sunday)
- If fixed FTO falls on a day scheduled to work and you can't be on FTO due to special instructional responsibilities, you can request an exception using the [request form](#) posted on the furlough web page. For more information on exceptions, see <http://www.uwex.edu/ces/hr/policies/documents/fixedfurloughdayexceptions.pdf>

Table A (Faculty, Faculty Associate, Faculty Assistant, and Lecturer)

- Can take FTO in 4 hour increments. You can take only 4 hours per week if you wish, but no more than 8 hours per week
- Record days/hours used on your regular leave statement

Table B (All other Academic Staff titles; a few classified staff based on the union you are represented)

- Can take FTO in 2 hour increments, and must take 8 hours per week in any week you take furlough; the other 32 hours can be work or paid leave
- Report FTO on Furlough Report Form
- Fixed FTO will be automatically deducted from your paycheck so don't report on Furlough Report Form
- For information on what to do if you are not scheduled to work on a fixed furlough day, see <http://www.uwex.edu/ces/hr/policies/documents/ProcessforCommunicating-Furlough.doc>
- Only turn in Furlough Report Form if furlough is taken that month
- Furlough Report Form is being sent 2 months in advance, so it's a good idea to print out and save
- A blank [Furlough Report Form](#) is available on the payroll website if you forget

Ad Hoc Appointments

- Paid on an end of month payroll also known as "lump sum" payroll
- Each paycheck is reduced 3.065%; you will not take FTO

Other

- If you are a member of the County Emergency Management team with the other county departments and you happen to be on a day of furlough (fixed or flexible) and there is a county emergency or natural disaster, please respond to the need at hand and re-schedule your furlough day. We trust you to use your best judgment as situations arise.