



"Fixed" Furlough Exception Request (revised December 2010)

FY 2010-2011 Clarification: Per the UW System Furlough Implementation Plan, exceptions to "fixed" furlough dates (i.e., those established by an institution's Chancellor) are only allowable to meet a significant instructional obligation. Exceptions for purposes of convenience are not allowable.

UWEX Human Resources has indicated that Cooperative Extension's interpretation of this policy can be expanded to include work responsibilities related to an instructional event/program that for all practical purposes cannot be rescheduled. An example is when a funding partner requests an Extension educator to be present at, or, to facilitate a meeting that is being scheduled by the funding partner, and this meeting is related to the educator's programming responsibilities. The District Directors, Program Directors, WNEP Coordinators and other administrative leads are being asked to review respective exception requests to help educators interpret and apply the above guidelines to individual situations that may arise.

Name:

Office Location:

Date of "fixed" furlough for which exception is requested:

Describe the significant instructional event/program that is scheduled on the designated "fixed" furlough day. Be sure to include why is it crucial for you/the group to be in attendance. Share the consequences of cancelling or rescheduling the event /program.

(NOTE: if this is an exception request on behalf of a group of colleagues attending the same instructional event, e.g., conference, professional meeting, class instruction, etc. on a "fixed" furlough day, please list the names and office locations of each person in a single document and attach it to this form.)

Sign and submit this request with as much advance notice as possible to your District Director, Program Director, WNEP Coordinator or other appropriate administrative lead.

Requestor's Signature : _____ Date _____

Signature of Administrative Lead: _____ Date _____

Forward signed request to the Dean's Office (to the attention of Lisa Brennan) for final approval with as much advance notice as possible.

You will be notified by email regarding the status of your request.

Signature of the Dean indicating approval _____ Date _____