

Terms of Furlough - Table A Positions (revised 9/1/2009)

Basic information about the furlough time off (FTO) for your specific position:

- You can take furlough time off beginning July 1, 2009.
- Your first paycheck with the 3.065% reduction will be on August 1, 2009.
- Your monthly paycheck will not vary based on when you use your furlough time off.
- Based on the position you are in, you are required to take 8 unpaid furlough days (64 hours) (prorated for part-time and part-year employees) in each of the next two fiscal years. You will have some flexibility in scheduling 4 (32 hours) of the 8 unpaid furlough days (prorated for part-time and part-year employees). For the other 4 days (32 hours), you will be required to take “fixed” furlough time off on days designated by Chancellor Wilson (see chart below).

2009-10

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|----------------------------|------------------------------------|
| ○ November 27, 2009 | Friday after Thanksgiving |
| ○ January 4, 2010 | Monday after New Year’s Day |
| ○ March 22, 2010 | Monday |
| ○ May 24, 2010 | Monday |

2010 -11

- | | |
|----------------------------|------------------------------------|
| ○ November 26, 2010 | Friday after Thanksgiving |
| ○ January 3, 2011 | Monday after New Year’s Day |
| ○ March 21, 2011 | Monday |
| ○ May 23, 2011 | Monday |

- Furlough time off is to be taken in increments of 4 hours or greater (prorated for part-time employees), with no more than 8 hours of furlough time off taken per week. You may use multiple furlough weeks in one month.
- A week is Sunday through Saturday.
- You **can** take furlough time off on any day or for any hours that you are normally scheduled to work. You **cannot** take furlough time off on days or for hours that you are not normally scheduled to work. For example, if you have a 50% appointment and have a standard work schedule of 8 hours on Monday, 8 hours on Tuesday and 4 hours on Wednesday, you could take 8 hours of furlough time off on Monday or Tuesday. You could take 4 hours of furlough time off on Wednesday. However, you could not take 8 hours of furlough time off on Wednesday since you are only scheduled to work 4 hours on Wednesday. Likewise you could not take furlough time off on Thursday or Friday because you are not scheduled to work on these days. **If a “fixed” furlough day falls on a day you are not scheduled to work, you will be required to take a different day off. You supervisor will be required to verify, and communicate to payroll, in writing, that this is the case one month in advance of the “fixed” furlough day.**

- To be eligible for a paid holiday, furlough time off can be taken on a scheduled workday before the holiday OR on a scheduled workday after the holiday, but NOT both.
- You cannot do any work when you are on furlough time off - including professional reading, work at home on a laptop, telephone calls, e-mails and texts. All such work is prohibited because it negates the furlough. Violation of this prohibition could result in disciplinary action.
- You must obtain your supervisor's approval before scheduling furlough time off— just as you do for vacation.
- The required furlough time off for 2009-10 must be taken before the end of the current fiscal year. Furlough time off cannot be carried over into the next fiscal year like vacation. Failure to use all furlough days by the end of the year will result in either mandatory furloughs before the end of the fiscal year, or further action to accomplish the furlough mandate. Due to this constraint, maximize your flexibility by taking furlough time off before vacation.
- Furlough time off can be used to substitute for use of pre-approved sick leave, approved vacation or other paid leave time or unpaid medical leave.
- See *Furlough Tips and Tools* at <http://www.uwex.edu/ces/hr/policies/documents/FurloughTips.pdf> for tips on how to reduce the impact of furlough on your paycheck.
- Exceptions to taking furlough time off on the declared "fixed" furlough days when you are regularly scheduled to work on these days will be allowed only under extraordinary situations. Exception requests should be discussed ASAP with your immediate supervisor, as well as your District or Program Director. The Dean is responsible for final decisions regarding exceptions, and will communicate approval to the employee, the supervisor, the District or Program Director and to the Payroll Office.

Reporting Requirements:

You will report furlough time used on a revised monthly leave form. A new column has been added to the right side of the document. You will only need to fill in the column during those months when you have taken furlough time off. Your monthly earnings statement will indicate that a furlough reduction for each pay period that equals 3.065% of your gross earnings.

Informational Resources:

- If you have more detailed questions about the furlough program and how it affects you, go to the following website, <http://oser.state.wi.us/docview.asp?docid=6977>. Frequently Asked Questions (FAQ's) have been published by the Office of State Employment (OSER); UW-System and Cooperative Extension Human Resources.
- If you have additional questions, contact Sharon Klawitter, Human Resource Development Director, sharon.klawitter@uwex.edu.