

New Appointments - Table A - Terms of Furlough (revised 1/15/10)

If, after reviewing the following information you have more detailed questions about the furlough program and how it affects you, go to the following website: <http://www.uwex.edu/ces/hr/policies/>.

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

- 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

- | | |
|----------------------------|------------------------------------|
| ○ 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 |

- Your paycheck will be reduced by 3.065% each month, regardless of how much furlough time off you take in any given month.
- 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/hours that you are not scheduled to work, you will be required to take a different day/hours as “fixed” furlough time off, i.e., substitute another day/hours. Such substitutions are allowed only if a “fixed” furlough day falls on a day/hours that you normally do not work.
- If a “fixed” furlough day falls on a day/hours **you are not scheduled to work**, you have two options:
1) adjust your work schedule so that your schedule for the week includes the fixed furlough day, and then you would not work (nor be paid) on that day because you would be taking the day as unpaid furlough time off;

2) substitute another day/hours that you are normally scheduled to work for the required fixed furlough day. You have two options when substituting, each with a different reporting requirement:

a) If you will be substituting another day/hours, in a month other than when the “fixed furlough day is scheduled, your administrative lead/supervisor is required to explain that this substitution will be happening by emailing the UWEX Payroll Office, payroll@uwex.edu. Such notification of a substitution is required at the end of the month prior to the month of the fixed furlough day, e.g. end of October for the November 27th fixed furlough date. This notification is required even though your paychecks are reduced by the same amount each month because the Payroll Office needs to maintain accurate records on when the “fixed” furlough days are taken.

b) If you will be substituting a day in the same month as the scheduled “fixed” furlough day, then you will report this substitution by circling the day taken in substitution of the “fixed” furlough day on your leave report and writing in, for example, “in lieu of January 4, 2010” to indicate that a substitution had occurred. You do not need to notify the Payroll Office if you are substituting time in this way.

- **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 and via a process different from the substitution process described above. 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. Complete the exception [request form](#). For more information on exceptions, see <http://www.uwex.edu/ces/hr/policies/documents/fixedfurloughdayexceptions.pdf>
- 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/> for tips on how to reduce the impact of furlough on your paycheck.

Reporting Requirements:

A “Furlough” column has been added to the right side of the monthly leave form document for your use in reporting furlough time off. You will only need to fill in the column during those months when you have taken furlough time off (Note: you must report both “fixed” and “floating” furlough time off). Your monthly earnings statement will indicate a furlough reduction for each pay period equaling 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://www.uwex.edu/ces/hr/policies/>. 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.