

## New Appointments - Table B - 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 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).
- Because of the timing of the payroll and your reporting of furloughs, there is a delay in the payroll reduction. For example, if you take a furlough day in August, the paycheck you receive on October 1 will be reduced by one day’s worth of pay. See the chart below. See also *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.

If furlough time off is taken in and reported on the furlough time sheet for:	FTO will appear on the paycheck payable:
July	September 1st
August	October 1st
September	November 1st
October	December 1st
November (“fixed” FTO November 27, 2009)	January 1st
December	February 1st
January (“fixed” FTO January 4, 2010)	March 1st
February	April 1st
March (“fixed” FTO March 22, 2010)	May 1st
April	June 1st
May (“fixed” FTO May 24, 2010)	July 1st
June (June FTO will need to appear on the July 1st paycheck in order to credit the correct fiscal year. Details of how June’s reporting will be accomplished are currently being developed)	July 1st

- Your monthly paycheck will be reduced only during those months when you take furlough time off.
- You can take furlough time off (FTO) in more than one week per month

- Furlough time off can be taken in increments of 2 hours provided that a total of 8 hours are taken in a week (prorated for part-time employees), e.g., 2+6; 4+4; 2+2+4; 2+2+2+2; or 8 hours all in one day.
- For full-time employees, furlough time off in a single week must equal 8 hours with the remaining 32 hours accounted for through work hours or paid leave for a total of 40 hours for the week in which furlough is taken (prorated for part-time employees).
- A week begins on Sunday and ends on 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](mailto: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 27<sup>th</sup> fixed furlough date. This notification is required to prevent furlough time off from being deducted from your paycheck since deductions for “fixed” furlough days are being done automatically by the central payroll processing center.
    - 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.
- 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.
- 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. If you do not take the required furlough time off before the June deadline (date to be determined), the requisite deductions will be taken from your July 1<sup>st</sup> paycheck. Due to this constraint, maximize your flexibility by taking furlough time off before vacation.

Reporting Requirements:

You will report furlough time used on a form called the Furlough Time Report which you will receive via email from the UWEX Payroll Office one or two months in advance at the same time you receive your monthly leave statement. **Be sure to save or print the document so you have a copy when you need to use it.** A blank [Furlough Report Form](#) is available on the payroll website if you forget.

**You only need to fill out and submit the Furlough Report Form in months in which you have used furlough time. Note: You must report both “fixed” and “floating” furlough time off. In those months, you will also need to report your total hours worked each day and any paid leave, e.g., vacation or pre-approved sick leave used during the seven-day period (Sun – Sat) of the week in which you used furlough time.** This is a federal labor law (Fair Labor Standards Act) requirement. Even though you hold a salaried position, federal law requires that you be considered an hourly employee in any week in which you take furlough time. As such, you are required to report all hours worked during these weeks. Since FLSA requires you to be paid for all hours worked in any week that you take furlough time, and because the University due to budgetary concerns must reduce its risk for increased costs associated with overtime and unemployment compensation should your work week exceed 40 hours, you are limited to working 32 hours (or otherwise accounting for the hours through paid leave) during a week in which you take furlough. (prorated for part-time staff.)

**For full-time employees, if the total hours worked during a week in which a furlough day is taken exceeds 40 hours, the furlough time off will be voided and will have to be used at a later date.** For part-time employees, during the week furlough time is used, actual hours worked and paid leave time used, plus furlough time when added together *cannot* exceed the number of hours resulting from multiplying your appointment percentage times 40 hours in a seven-day week. For example, a person on a 50% appointment cannot record more than 20 hours (.5 x 40); a 33% appointment cannot exceed 13 hours (.33 x 40); and a 25% appointee cannot exceed 10 hours (.25 x 40). **If the total hours recorded (through work hours, leave, and furlough) exceeds the limit, the furlough must be voided and will have to be taken at a later date.**

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](mailto:sharon.klawitter@uwex.edu)