



ALERT – NEW INFORMATION

Furlough Reminders for January to June 2010 (Table B unclassified staff only)

NOTE: The following reminders only apply to Cooperative Extension unclassified colleagues who have furlough time off (FTO) subtracted from their paychecks as it is used. (i.e., those unclassified staff whose titles fall within Furlough Table B).

- The final “fixed” furlough day for this fiscal year (the year that ends on June 30, 2010) is scheduled for Monday, May 24th. By taking this day as furlough time off (or the pro-rated number of hours) you will meet the requirement for taking 4 “fixed” furlough FTO days/32 hours (prorated for part-time and part-year employees). Because of the two month lag between the month in which the furlough time off is taken and the month in which the deduction shows up on your paycheck, this means the paycheck you receive July 1, 2010 will be reduced to represent the May 24th furlough time off.
- You are also required to take 4 “floating” FTO days/32 hours (prorated for part-time and part-year employees) for the current fiscal year. **If you have not taken both the required number of “fixed” and “floating” days/hours, i.e., a total of 8 days/64 hours (prorated for part-time and part-year employees) by June 30th, they will be deducted from the paycheck you receive July 1, 2010.** Furlough time off cannot carry forward to the next year like vacation.
- ***The paycheck you receive on July 1, 2010 will be reduced by at least one “fixed” furlough day (and possibly more if you did any substitutions or exceptions) and as many of the “floating” furlough days as needed to meet your furlough obligation for this fiscal year. If you are behind on taking your “floating” furlough time off, begin scheduling to do so immediately!***
- The payroll office will be notifying you of the due date for letting them know about any FTO scheduled for June. This is likely to be the first week of the month, because time will be needed to calculate and process deductions.
- It is very important to submit your leave slips in a timely manner so that accurate calculations can be made.
- **Remember:** You must list **both** “fixed” and “floating” furlough time off on your Furlough Report as it is taken. (This is a change from what was originally communicated last fall.)

Please contact Sharon Klawitter, Human Resources Development Director, with questions at sharon.klawitter@ces.uwex.edu or (608) 265-3372.