

## **VOLUNTARY FURLOUGH GUIDELINES**

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Under the authority of Proviso 117.67 of the Annual Appropriations Act, a voluntary furlough is a cost saving measure in which employees voluntarily take unpaid leave but ensure continuity of benefits for a specific period of time.

### Eligibility:

- An employee may request a voluntary furlough of not more than ninety calendar days per fiscal year.
- All employees in FTE, Research Grant, and Time-Limited positions as well as exempt temporary employees are eligible, with the exception that employees with an H1B visa status may not participate in a voluntary furlough.
- Hourly employees (non-exempt temporary employees) and student employees are not eligible for voluntary furlough.
- Certain federal and other external funds may be restricted by a voluntary furlough. It is the responsibility of the department to research and determine if a voluntary furlough is restricted by such funds at the time of the request.

### Utilization of Furlough Days:

- Voluntary furloughs for exempt employees must be taken in weekly increments, five full days in the same work week, and cannot include partial weeks. Exempt employees also cannot take a 5 day voluntary furlough during a week in which a university holiday occurs.
- For non-exempt employees, furlough days must be taken in full day increments.
- All furlough days must be taken within the current fiscal year.
- Furlough days must be used in place of paid leave (e.g. Annual Leave, Sick Leave)

### Salary Payments:

- Employees are not paid their salaries or any ongoing additional salary payments (e.g. salary supplements) while in furlough status. The reduction in salary occurs at the time the furlough is taken.
- While on voluntary furlough in the primary job, employees who have other internal dual arrangements may continue to work on those jobs and will continue to be paid as normal for those duties.

#### Logistics:

- If a voluntary furlough program and mandatory furlough program are implemented during the same fiscal year, furlough days taken voluntarily shall count toward furlough days required by the mandatory furlough.
- Voluntary furlough must be tracked in the Time and Absence System using the code of “Furlough-VOL- Unpaid Furlough Hours, Voluntary”.

#### Requests and Approvals:

- A written [voluntary furlough agreement](#) is required for participation.
- The hiring unit has full discretion to approve or deny the furlough request.
- Denial of a request for voluntary furlough is not grievable.

#### Continuation of Benefits:

- During the voluntary furlough period, employees are entitled to participate in the same state benefits as otherwise available.
- For benefits which require employer and employee contributions, the university will be responsible for making both employer and employee contributions if coverage would otherwise be interrupted.
- For benefits which require only employee contributions, the employee remains solely responsible for making those contributions.
- An employee will continue to accrue annual and sick leave, if eligible, as if they were in pay status.
- If a holiday falls during the voluntary furlough period, the employee will be paid for the holiday.
- An employee’s state hire date, continuous service date, and performance review date will not be adjusted due to the furlough.
- An employee may be eligible for weekly unemployment compensation if during a particular week the employee earns less than their maximum weekly unemployment benefit amount.