

**OFFICE OF RESEARCH AFFAIRS
FURLOUGH PROCEDURES**

Use of Furlough Days

Employees will be given advance notice of campus closure days. During an official campus closure, you will be required to use your furlough days. An employee, who has not yet accrued sufficient furlough time to cover official campus closure, may use furlough time before it has actually accrued. Any leftover furlough days that have been allotted to the employee may be discretionary days off with agreement from the employee's supervisor.

Keeping track of furlough days

The payroll system will be used to track the accrual and use of furlough days. The appropriate number of furlough hours will be added each month. (For example, if your leave band is 18 days during the furlough period, you would accrue 1.5 days of furlough a month.) Your accrued furlough hours will be visible on your monthly Leave Activity Summary Report (LASR), which can be viewed using the "MyLeaveBalances" link available on Blink. Furlough hours will be subtracted when they are used through the normal timekeeping procedure.

Timekeeping

An employee should make arrangements with his/her supervisor in advance to using your furlough days. The same timekeeping procedures as you are currently using for vacation will be used for furlough days. The employee will submit an "Approval of Absence" form in advance to his/her supervisor for use of furlough. All furlough days should be reported on the monthly timesheet. Furlough time should be recorded the same as vacation - in one-day increments for exempt employees, ¼ hour increments for non-exempt employees.

Called in to work on a furlough day

If the designated day is scheduled as a campus closure day, an employee cannot be called in to work unless required for critical business need. If the designated day is scheduled by the employee as a floating furlough day, an employee cannot be called in to work unless there is a business necessity and the employee is given reasonable advance notice. That day becomes a work day, and the employee should schedule another furlough day as soon as possible thereafter as a replacement.

Unused Furlough Days

Employees are expected to use all of their furlough days during the Plan term. Furlough time is not like vacation time or comp time that can be banked for later use. Furlough time that is not used as expected during the Plan term will expire at the end of the Plan term and is not carried forward.

Maximum Vacation Accrual

There is no change to current policies and procedures regarding the maximum accrual of vacation time. If an employee cannot schedule vacation within 60 working days of accruing the maximum due to operational considerations, that employee shall have an additional four months within which to take vacation to bring the employee's vacation accruals below the maximum.