



## Procedure 450-06 Furlough

Sponsor: Human Resources

### **Purpose**

Furloughs will be implemented in the event of College-wide financial constraints as a cost-saving measure. This procedure allows employees to be off without pay for specific periods of time without using PTO and continuing to receive other College provided benefits for which the employee is eligible.

### **Definitions**

Furlough is essentially time off without pay that allows temporary cost savings to the College. Furloughs minimize the need to reduce College services, minimize the impact on the College workforce, and allow the College to recover more quickly once the needs for such cost savings measures are abated. For employees who want to voluntarily take time off they need to refer to Procedures 410-11 Absence Without Pay and 410-12 Extended Personal Leave Without Pay. Employees will be given a minimum 30-day notice prior to the implementation of furloughs.

### **Procedure**

#### Scope

In the event that the College President determines that cost-saving measures should be taken and include the reduction of personnel costs, the College may implement furloughs for employees.

#### Options

##### College-Wide Closure

The President may decide to close the entire College for a specific number of days. During this time employees are strictly prohibited from performing any work. This includes checking work-related email and voice mail.

##### Intermittent Furloughs

The President may elect intermittent furloughs. An intermittent furlough may be:

1. Reduced number of work hours in a day;
2. Reduced number of workdays in a week; or
3. Specific days off without pay. As part of the decision-making process procedures will be developed at the time to determine how furloughs will be managed. No more than one furlough day per period will be authorized; however, in extreme financial crisis the President may authorize more than one furlough day in a pay period.

#### Effects on Benefits

When an employee is on furlough status, all benefits remain in effect. All leave shall accrue as if the employee were working. Holidays shall be paid as usual.

All deductions previously paid by the employee shall continue to be taken out of the employee's check when a check has been issued with sufficient funds.

It shall be the employee's responsibility to make arrangements to pay their portion of their health benefits or other applicable payroll deductions including, but not limited to: any employee portion of dependent or employee insurance premiums, elective insurance premiums, short term disability, optional life insurance, deferred compensation and any court ordered payments.

**References**

Procedure 410-11 Absence Without Pay

Procedure 410-12 Extended Personal Leave Without Pay

**Procedure History**

11/10/2010 Revised, Renamed (Voluntary Furlough) and Adopted by College Council

**Legal Review**

None