

FY2010 Managerial Self-Directed Unpaid Furloughs Frequently Asked Questions

1. How many self-directed unpaid furlough leave days are to be taken before June 30, 2010?

Employees must utilize a total of four (4) unpaid furlough leave days by June 30, 2010. Most of the unpaid furlough days will be self-directed furlough (SDF) days, as described below:

The required four (4) will include the day after Thanksgiving. The remaining unpaid furlough leave days will be self-directed; that is, the employee will select which days will be unpaid furlough days, subject to approval by the Dean and or supervisor.

2. What is happening on the day after Thanksgiving ?

November 27, 2009 will be an unpaid leave day for all employees, except those who are required to work due to agency operational necessity. All employees who are required to work on November 27, 2009 will be required to utilize an alternate SDF day in FY 2010.

3. Can mandatory unpaid furlough leave days be taken in less than full day increments?

No, full time employees are required to take unpaid furlough days in full day increments.

4. Can I request to use an SDF day on a State holiday or during winter or semester breaks?

Yes, SDF days may be requested and scheduled on State holidays; however you will not be paid for the holiday. They can also be scheduled during winter and semester breaks. Employees cannot be coerced to request a particular day or days.

5. Can an SDF day be scheduled on the day before a paid State holiday or in conjunction with paid leave?

Yes, SDF days may be scheduled on the day before a designated paid holiday without the loss of holiday pay for the employee. SDF days may be scheduled in conjunction with paid leave.

FY2010 Managerial Self-Directed Unpaid Furloughs Frequently Asked Questions

6. How do I schedule my SDF days?

Managers should submit their requested days to their supervisor for ok.

7. May I request more than one SDF day in a week?

Yes. Supervisors and Deans may approve, at the express and written request of the employee, and subject to departmental needs, multiple SDF days, including consecutive SDF days. Selection of multiple SDF days in one week is a voluntary choice made by the employee. **Employees should be cautioned that choosing multiple SDF days within one pay period may require them to cover (Pay for) their health and dental benefit deductions in order to continue these benefits (same process as other unpaid leaves).**

8. What happens to my FLSA exemption during a week in which I take an SDF day?

Unlike a voluntary furlough, exempt status may be lost for the workweek in which a mandatory unpaid furlough occurs. FLSA exempt employees should not work more than 40 hours in a workweek that includes a furlough day unless specifically required by their supervisor.

9. If I am on an Alternate Work (4 day workweek) schedule during weeks in which I have taken an unpaid furlough leave day, will there be any impact?

You will be required to either report to work or use accrued vacation leave, administrative leave, or comp time to make up any additional hours required to meet your workweek obligation.

10. If I separate (retire, resign, etc.) from the University prior to June 30, 2010, am I still required to take SDF days?

Your four unpaid furlough leave day requirement will be prorated for the amount of time you work in FY2010. The Human Resource office can advise you of your unpaid furlough leave day requirement.

11. Are employees who are hired during FY2010 required to take four unpaid furlough leave days?

FY2010 Managerial Self-Directed Unpaid Furloughs Frequently Asked Questions

Employees who are hired during FY2010 will have their unpaid furlough leave requirement prorated.

12. What happens if I get called for jury duty while scheduled for a SDF?

Employees who serve jury duty while on an unpaid SDF day are eligible to receive any payments from the court. Contact Human Resources for documentation to show the court that you are on an SDF day.

13. Does it matter how my position is funded?

All employees must be treated the same and take furlough days, regardless of funding source for the position.

14. Can I perform any university related work while on my Self-directed furlough day?

If you are on a self-directed furlough then you are not to do any university work at all. Also, do not schedule any self-directed furlough days for when you will be attending university related conferences or perform university work that would require reimbursement.