

CWA and IFPTE, in concert with the 9 State Colleges and Universities, have worked out the details of the implementation of the Memorandums of Agreement from June 2009. Taking into account local practices and agreements in place concerning the holiday closures, the number of furlough days shall be reduced from 10 to 7 days and such employees will receive a total of 3 Paid Leave Bank days. For employees who have already taken 8, 9 or 10 days, the initial instructions for implementation are still in place (10 furlough days with 7 Paid Leave Bank days).

Employees should complete or revise their Self Directed Furlough Request Forms to show a total of 7 days and get supervisor's approval. Request Forms for days to use in 2010 should be submitted by January 15th to the Human Resources Department. If an employee has already taken 8 or more Self Directed Furlough days, they need to complete or revise their form to reflect 10 furlough days and getting 7 Paid Leave Bank days.

February 12, Lincoln's Birthday is an **unpaid** holiday for employees in the CWA and IFPTE bargaining units. Employees can use this day as a self directed furlough if they are not required to work by their department. Since the university is open, department heads can require employees to work that day to maintain coverage. If they are required to work then they need to take an alternate day as their Self Directed Furlough unless they have already reached their 7 or 10 days. If an employee does not work the holiday they will not be paid for the day since it is an unpaid holiday. If they work the holiday they will receive either 1.5 comp or overtime for the hours worked. For example, if a 35 hour employee works the holiday they would be paid for 35 hours and receive 3.5 hours in compensatory time or extra pay. A CWA employee in a NL workweek would just receive pay for the hours worked on the holiday and not receive comp time.

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