

FY2010 AFT 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 seven (7) 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 seven (7) 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. Are 10 month employees obligated to take all seven of the self-directed unpaid furlough leave days?

Yes; 10 month employees are obligated, whether full or part time. Part time employees' obligation will be prorated based upon the employee's full time equivalency (percentage of a full time workweek).

4. 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.

5. Are part time employees obligated to take self-directed unpaid furlough days?

Yes; the amount of time a bargaining unit part-time employee must take off for the mandatory unpaid furlough will be pro-rated based on the employee's assigned part-time percentage (e.g., 50%, 60%) of a full-time equivalency (FTE). Your agency Human Resource office can provide further guidance regarding your total mandatory unpaid furlough leave obligation for FY 2010.

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6. Are adjunct faculty required to take self-directed unpaid furlough days?

No, adjunct faculty are not covered by the memorandum of agreement that requires taking self-directed furlough days.

7. If I am on a sabbatical leave, am I required to schedule SDF days?

Yes, employees on sabbatical leaves are still required to schedule 7 SDF days prior to 6-30-2010.

8. 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.

9. 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.

10. Does unpaid furlough leave affect my anniversary date?

No, unpaid furlough leave has no impact upon anniversary date, accrual of benefit leave time, or seniority.

11. How do I schedule my SDF days?

Employees must submit a form proposing days to their dean and/or supervisor.

12. 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**

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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).

13. Is there a date by which I have to request and schedule my SDF days for FY2010?

Yes, dates must be proposed by all AFT members no later than October 1, 2009, with a supervisor response given no later than October 30, 2009.

14. What happens if I do not submit a request to schedule all of my required SDF days?

If you do not request and schedule your required SDF days by the dates indicated, your Dean or supervisor will meet with you to schedule them. If the employee still does not select their days in a timely manner then the days will be selected for them pursuant to the MOA

15. 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 are not allowed or permitted to work beyond their normally scheduled hours of work during any week in which an SDF is scheduled, unless specifically required by management.

16. 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.

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

Your seven unpaid furlough leave day requirement will be prorated for the amount of time you work in FY2010. Your agency's Human Resource office will advise you of your unpaid furlough leave day requirement.

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

Employees who are hired during FY2010 will have their unpaid furlough leave requirement prorated. Proration charts have been created to determine their unpaid furlough leave day requirement.

19. What is the Paid Leave Bank (PLB)?

A Paid Leave Bank will be established for each employee:

- For every two furlough days taken other than the Day after Thanksgiving, employees will earn a PLB day, for a maximum total of three days earned for seven furlough days taken.
- There will be no limitations on the carryover of days in the PLB.

20. When can I start taking PLB days?

Beginning July 1, 2010, and for the duration of their employment with the University, AFT unit members who receive vacation credit may use days in the Paid Leave Bank. Faculty may use their PLB days as sick time once earned.

21. If I separate (retire, resign, etc.) from State service prior to June 30, 2010, what happens to my Paid Leave Bank?

At the time an employee retires, resigns or is otherwise separated from State service, either voluntarily or involuntarily, any accrued days in an employee's PLB bank will be paid at his/her salary rate at the time of separation.

- If an employee dies prior to leaving State service with accrued, unused PLB days, compensation for any accrued, unused PLB days will be

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calculated at his/her salary rate at the time of death, and paid to his/her estate.

22. 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.

23. 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.

24. 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.