

The Human Resources department has received additional information from the Governor's Office of Employee Relations regarding Mandatory Furlough. It includes the following:

- In the event that an employee makes an expressed and written request to do so, supervisors and managers may approve, subject to operational needs, multiple SDF days in one week including consecutive SDF days. **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).**
- Because the SDF days are a critical part of budget savings, the scheduling of such days cannot result in additional overtime, as the State will not receive the cost savings needed. This means that managers and supervisors need to be sure that they can get work done, and that they are not approving requested days when too many employees are out so that an approval would increase overtime use or interfere with getting critical or time sensitive work done.
- NL and N4 employees
During any week in which one or more SDF days occur, employees in NL and N4 workweeks may lose their FLSA exempt status. NL and N4 employees should be noticed that they are not permitted to work beyond their normal workweek hours during a week in which they have an unpaid mandatory furlough day, unless specifically required to do so by management.

If management requires NL or N4 employees who lose their FLSA exempt status to work more than 28 or 32 hours, respectively, in a week in which one or more SDF days occur, these employees must be paid for all hours worked and paid leave taken up to 40 hours. These employee must receive cash compensation or compensatory time off equal to one and one half times their base salary rate for all hours worked in excess of 40.

The Governor's Office of Employee Relations has extended the deadline to August 14 for employees' SDF Request forms to be received in Human Resources.

The Request form has been revised to accommodate requests for multiple days in a week. Please use revised request form effective immediately. Additional information is also listed on the Frequently Asked Questions for Self Directed Furlough on the HR webpage.