

Policy Number:

Furlough Policy

As warranted by financial conditions including revenue shortfalls, reductions in state appropriations, or other financial emergencies, the University may implement furloughs as a temporary cost-saving measure. A furlough is an unpaid leave of absence during which time affected employees shall not perform any of their usual and customary job duties.

In the event a furlough is deemed necessary by the President, the number of furlough days will be communicated to the affected employees as soon as possible and every effort will be made to provide notification at least thirty days in advance. Upon consultation with the President, each Vice President will submit a plan to the President to include a list of affected employees in their area and the number of required furlough days. Supervisors and department heads will work with employees to schedule absences in a manner that considers operational need and employee scheduling preference. Employees will not be required to take more than twenty-four workdays of unpaid leave in any twelve month period. Salary reductions will be made according to the normal daily rate of pay for the employee's primary position as calculated by the Vice President for Business Affairs. Procedures for implementing furloughs will be published and maintained on the Vice President for Business Affairs website.

This policy applies to all employees regardless of funding source and includes the President and Vice Presidents. Implementation of furloughs for union-represented employees and civil service personnel will be done in accordance with established rules, statutes, and collective bargaining requirements.

Approved:
President
Date:

Monitor: Vice President for Business Affairs