



# Policy Manual

<b>Title:</b> Voluntary Furlough	<b>6Hx2-3.</b> _____
<b>Legal Authority:</b> Florida Statutes 110.107; 110.1225	<b>Page:</b> 1 of 2

## GENERAL STATEMENT

As a state agency, Florida Statute allows Broward College to offer a voluntary furlough program from time to time in order to reduce costs and minimize the budgetary impact on Broward College employees. Broward College (the College) considers employees it's most valued resource, and in times of budget constraints, the President, with the approval of the Board of Trustees, may institute a voluntary unpaid furlough program to limit the necessity for a reduction in workforce. The College reserves the right to institute or revoke the program based upon College needs.

The College affirms its commitment to ensure that all decisions regarding furlough applications or extensions will be in accordance with College policy 6Hx2-3.34, Discrimination, Harassment and Retaliation as well as with all applicable federal and state laws.

## THE POLICY and THE FACULTY AND STAFF

Full-time administrators and non-represented professional technical staff (PTS) who have at least one year of full-time regular employment with the College are eligible to apply for participation in the Voluntary Furlough Program. The Voluntary Furlough Program is a program that enables an eligible employee to take up to two payroll periods of leave without pay during a fiscal year with the possibility of an additional extension of up to four additional payroll periods.

### Request for voluntary furlough:

- Only one furlough may be taken per fiscal year (July 1 through June 30).
- Both the request for voluntary furlough and the request for extension of a furlough must be submitted, in writing, thirty (30) days in advance of use and must be approved by the immediate supervisor, the Vice President or Provost for the area, and the Vice President, Human Resources and Equity.
- The furlough program is not available to an employee if a replacement worker is required while the employee is out on leave; or should not result in the need for other employees to work overtime.

### Criteria:

- Approval of furlough shall be based upon the operational needs of the department and the College as a whole.
- Furlough is only available to employees in positions where a replacement would not be required or where overtime would not be necessitated by the employees' absence.
- Furlough is only available to employees who have at least an "Achieves Performance Standards" on their most current evaluation.

<b>History:</b> Revised as Policy	VIL-P
-----------------------------------	-------

<b>Approved by the Board of Trustees</b>	<b>Date</b> 00/00/00	<b>President's Signature</b> APR 20 2008 ENCLOSURE	<b>Date</b> 00/00/00
------------------------------------------	-------------------------	----------------------------------------------------------	-------------------------



# Policy Manual

<b>Title:</b> Voluntary Furlough	<b>6Hx2-3.</b>
<b>Legal Authority:</b> Florida Statutes 110.107; 110.1225	<b>Page:</b> 2 of 2

- Furlough is not available to extend absences covered by the Family Medical Leave Act (FMLA).
- Furlough is not available to full-time temporary employees or part-time employees.
- When competing requests for furlough are reviewed, seniority may be used as a factor in approving the request.

The following benefits information is applicable to the voluntary furlough program:

- Medical, dental, group life and disability insurance will remain in effect during the furlough period as long as the employee's share of premiums is paid.
- The employee will continue to be responsible for his/her share of all payroll deduction obligations including health, vision, optional life, and any other insurance premiums for benefits received. Arrangements for payment of premiums should be made with the Benefits Unit in Human Resources.
- Retirement contributions shall be reduced in proportion to the reduction in the employee's annual gross pay.
- While on furlough, the employee is not eligible to accrue sick leave or annual leave.
- The furlough program is not available to extend any other types of leave including Family and Medical Leave or Workers Compensation Leave.

Furlough will not affect an employee's continuous service, length of service, or seniority with the College, department, or in the position. Employees on furlough have the right to return to their positions at the end of the furlough period, subject to the terms and conditions of applicable contracts in place between the employee and the College.

## **IMPLEMENTATION and OVERSIGHT**

The President has the authority to issue procedures concerning this policy. The Vice President for Human Resources and Equity has responsibility for the implementation and oversight of this policy.

## **VIOLATION OF POLICY**

Policy violations and appeals shall be investigated by the Vice President for Human Resources and Equity and/or his/her designee. Leave abuse shall also subject the employee to appropriate disciplinary action up to and including termination.

## **DEFINITIONS**

- A furlough is a temporary leave without pay for one or more pay periods, with a commensurate reduction in pay.

AGENDA ITEM VII-f

APR 28 2009

ENCLOSURE 4

<b>History:</b> Revised as Policy			
<b>Approved by the Board of Trustees</b>	<b>Date</b> 00/00/00	<b>President's Signature</b>	<b>Date</b> 00/00/00

# Procedure Manual



Title: Voluntary Furlough	Number: A6Hx2-3.
Policy Number: 6Hx2-3.3	Page: 1 of 1

The Voluntary Furlough Program is a program that enables an eligible employee to take up to two payroll periods of leave without pay during a fiscal year with the possibility of an additional extension of up to four additional payroll periods. The Human Resources Department shall be responsible for administering the voluntary furlough program. Furloughs must be approved by the immediate supervisor, the Vice President or Provost for the area, the Vice President for Human Resources and Equity and the President. Applications for voluntary furlough or applications to extend a furlough should be completed thirty (30) days prior to the date requested and submitted through the employee's reporting structure.

## Benefits Continuation

The following benefits apply to employees on furlough:

- Employees on a furlough would continue to receive medical, dental, disability and life insurance benefits.
- Retirement contributions shall be reduced in proportion to the reduction in the employee's annual gross pay.
- Employees will not accrue sick or annual leave while on furlough.
- Employees will be responsible for his/her share of all payroll deduction obligations including health, vision, optional life, and any other insurance premiums. These are obligations that exist whether or not employees are on furlough.
- For pre-tax deductions, employees must meet their obligations prior to or when they return from furlough by additional payroll deduction.
- For post-tax deductions, employees have the option to pay their premiums due directly to the College while on furlough or to do so through payroll deduction before or after the furlough.

## Application Forms

Application forms for the Voluntary Furlough Program are available on the Division of Human Resources website or from the Human Resources Division.

AGENDA ITEM VII-8

APR 28 2009

ENCLOSURE 4

Recommending Officer's Signature	Date	President's Signature	Date
----------------------------------	------	-----------------------	------