

# Policy Manual



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| <b>Title:</b> Voluntary Furlough                            | <b>Number:</b><br>6Hx2-3.43 |
| <b>Legal Authority:</b> Fla. Statutes §110.107;<br>110.1225 | <b>Page:</b><br>Page 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 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 a minimum of one payroll period up to a maximum of two payroll periods of leave without pay during a fiscal year with the possibility of an extension of up to four additional payroll periods.

Below are the criteria for furloughs:

- 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 Associate Vice President, Human Resources and Equity. The Human Resources Division will provide implementation guidelines for the program. 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.

The following benefit information is applicable to furloughs:

- Medical, dental, group life and disability insurance will remain in effect during the furlough period.
- Employees will be responsible for his/her share of all payroll deduction obligations including health, vision, optional life, and any other insurance premiums. Arrangements for payment of premiums should be made with the Human Resource Division, Benefits Office.
- 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, Workers Compensation Leave or Sabbatical 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

**History:** Revised April 28, 2009, revised on September 25, 2012

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| <b>Approved by the Board of Trustees</b> | <b>Date</b><br>09/25/2012 | <b>President's Signature</b><br> | <b>Date</b><br>09/25/2012 |
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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 Associate Vice President for Human Resources and Equity has responsibility for the implementation and oversight of this policy.

## VIOLATION OF POLICY

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

## DEFINITION

A furlough is a temporary reduction in the regular hours of employment in a pay period, or temporary leave without pay for one or more pay periods, with a commensurate reduction in pay, necessitated by a projected deficit in any fund that supports salary and benefit appropriations.

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