



# Procedure Manual

<b>Title:</b> Voluntary Furlough	<b>Number:</b> A6Hx2-3.43
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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.

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. Application forms are available through the Division Human Resources and on the Human Resources website.

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.

### Criteria

- Approval of furlough shall be based upon the 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.
- Furlough is not available to extend Family Medical Leave Act (FMLA), Workers Compensation or Sabbatical Leave.
- 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.

### 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.

**Recommending Officer’s**  
Signature *Lara Gunn*

**President’s Signature** *J. David Anthony Jr.* **Date:** 4/28/09

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- 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.

**Recommending Officer's**

**Signature**

*Lara Gunn*

**President's Signature**

**Date: 4/28/09**

*J. Daniel Anthony J.*