



Furlough FAQ for Non-Exempt (Hourly) Employees

What is a furlough?

A furlough is defined in University Regulation R04.01.115.A as a temporary unpaid leave for a designated period of time, or a prospective, temporary reduction in pay, imposed to meet a budgetary shortfall. University furlough plans are recommended by the chancellor and approved by the president.

As an hourly employee, how will my pay be affected?

Your hourly pay will remain the same, but the number of hours that you work in a fiscal year will be reduced by a furlough. You will be on leave without pay (LWOP) on furlough days. Employees may not substitute paid leave or other forms of paid time off for any hours or days designated as furlough time.

How are furlough days scheduled?

Furloughs may include “fixed” furlough days and “floating” furlough days. If a campus or a department closes on certain days, those will be “fixed” furlough days. “Floating” furlough days will be scheduled in the same way that employees schedule annual leave, with supervisor approval, subject to the operational needs of the department. Employees may not work more than 40 hours in the work week in which a furlough day is taken. Furlough days can be taken during the holiday closure or before or after a holiday. Non-exempt employees may take a maximum of five furlough days per pay period.

When can I start taking my furlough days?

Employees can use any floating furlough days beginning on first full pay period in July of the affected year. Furlough days must be taken on or before June 30 of the affected fiscal year.

How does a furlough affect my PERS service credit?

PERS service credit is affected if an employee has more than ten days of leave without pay during a calendar year. If you have taken LWOP for another reason during the calendar year, you may want to consider working a reduced weekly schedule in lieu of a furlough. An employee with a weekly schedule of at least 30 hours per week is eligible for full PERS service credit. Please contact your regional human resources office for more information.

How does a furlough affect my PERS retirement benefit?

The amount of employer contributions will be reduced by the same percentage as your furlough. If you are in the PERS Defined Contribution plan (Tier IV), a furlough will reduce the amount paid into your account. For a PERS Tier I, II or III member, if your service credit is not reduced, the reduction will not affect your retirement benefit unless you are in one of your high three or five salary years. Employees in their high three or five salary years should

consider other options, such as a reduced work year (11 months vs. 12 months), which will reduce service credit but not impact high salary calculation. Please contact your regional human resources office for more information.

How does a furlough affect my ORP retirement?

A furlough will reduce the amount paid into employees' ORP accounts, but does not affect vesting in the plan.

How does a furlough affect my leave accrual and other benefits?

Employees accrue annual and sick leave based on hours in paid status in each pay period; thus, time in unpaid status reduces leave accrual.

Holiday pay will not be reduced unless you reduce your percent of full time (FTE). You may take furlough days before or after a holiday. Annual leave remains subject to a maximum accrual of 240 hours.

How does this furlough affect my health coverage and other benefit deductions?

Your deductions will continue to be withheld from each of your bi-weekly paychecks just as they are now. If you have no earnings during any pay period, you will have to pay the usual deductions for health care and other benefits for the pay period(s) of LWOP. Limiting the number of furlough days to five per pay period allows deductions to be taken from earnings for work or leave during the pay period.

How does a furlough affect my agreement to voluntarily reduce my employment?

If you have agreed to a voluntary reduction, that time will be deducted from your mandatory furlough. For example, if you agreed to a five day reduction in your schedule, you would not be required to take any mandatory furlough days if you are subject to a five day furlough; if you are subject to a ten day furlough, your five day voluntary reduction would be deducted, resulting in an additional five day furlough.

If I am on Family and Medical Leave Act (FMLA) leave, do furlough days affect my leave?

An employee who is approved for FMLA leave may use the mandatory furlough days in place of sick leave or annual leave. Furlough days will not count against an employee's FMLA leave entitlement.

Can I do any work on a furlough day?

No. Non-exempt employees may not work on furlough days or any other day when they are not approved to work.

May I volunteer to do my job on a non-pay basis during a furlough period?

No. Non-exempt employees may not volunteer to perform their usual job functions on furlough days or any other day.

Are any employees exempt from a University furlough?

Yes: employees who hold H-1B visas, as defined in 20 CFR 655.731; graduate/teaching/research assistants, postdoctoral fellows/trainees who do not pay FICA, and other student employees; employees on military leave with pay; employees who perform functions essential to maintain health and safety, as determined by the chancellor or president; and employees whose compensation is derived 100% from restricted funds.