

Memorandum

Date : February 5, 2009

To : Executive Staff

Subject: **CRITICAL FURLOUGH PROGRAM INFORMATION**

This memo is to provide guidance and direction for managing time off of Furlough Hours for employees in Categories 2 and 3:

Category 2: These employees are required to take the two days of furlough off each month and will not be allowed to carry the furlough hours over to the next pay period. Therefore, supervisors and/or managers must work with their employees to ensure they take the time off during the pay period based on operational necessity and without incurring overtime. For example, due to workload, the employee(s) would need to select an alternate day within the pay period if the initial request cannot be accommodated. As a last resort, managers must direct which days are to be taken if an employee fails to request furlough days within the pay period.

Category 3: These employees are allowed to accumulate furlough hours and must use them within 24 months after the Furlough Program ends. For posted custody positions, institutions must utilize the existing vacation and holiday sign up and scheduling procedures staying within the institution's budget authority. Non-posted positions will utilize existing local procedures for requesting and scheduling time off. As of now, employees should be encouraged to utilize this time in lieu of vacation, annual leave, personal leave program (PLP) and holiday credits. If the operational needs of the organization do not allow the requested time off, the request is to be denied.

There is significant additional information forthcoming to assist you in implementing the Furlough Program.



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