

July 21, 2009

MEMORANDUM

TO: Non-Instructional Academic Staff and Limited Appointees (Group 3)

FROM: Sylvia Coronado-Romero, Director, Human Resources

RE: Important Furlough Information

Due to the severe economic downturn, the Governor has ordered state employees to take 8 days (pro-rated for part-time and part-year employees) of unpaid furlough per year for the next two fiscal years: 2009-10 and 2010-11.

The University of Wisconsin System Administration received approval from the Office of State Employment Relations (OSER) on July 3, 2009 to implement the UW furlough plan. The plan is available by going to the Human Resources Furlough website at:

<http://www.uwp.edu/departments/human.resources/FAQ/furlough.cfm>

*We are writing to inform you how the mandated furlough policy will apply to you.*

Based on the position you are in, you will be required to take 8 unpaid furlough days if you hold a 12-month appointment (prorated for part-time employees and part-year employees) in each of the next two fiscal years.

You will be required to use these on 4 designated days during the year when the University will close for all but essential services (exceptions will be made for critical services such as animal care, police, power plant, and student housing staff) and on 4 other days that are acceptable to your unit. After consulting with governance bodies, labor unions, and UW System administration, it has been decided that the designated furlough days for the UW-Parkside campus will be as follows:

**2009-10**

**November 27, 2009 (Friday)**  
**December 28, 2009 (Monday)**  
**January 15, 2010 (Friday)**  
**March 15, 2010 (Monday)**

**Day after Thanksgiving**  
**Day After Christmas Weekend**  
**Friday Before Martin Luther King Day**  
**First Day of Spring Break**

**2010 -11**

**November 26, 2010 (Friday)**  
**December 27, 2010 (Monday)**  
**January 14, 2011 (Friday)**  
**March 14, 2011 (Monday)**

**Day after Thanksgiving**  
**Day After Christmas Weekend**  
**Friday Before Martin Luther King Day**  
**First Day of Spring Break**

### Non-Instructional Academic Staff and Limited Appointees (Group 3)

**Your paycheck will be reduced only when you take furlough time off.** Because of the timing of the payroll and your reporting of furloughs, there is a one-month delay in the payroll reduction. For example, if you take a furlough day in August, the paycheck you receive on October 1 will be reduced by one day's worth of pay.

The following is some basic information about the furloughs for your specific position.

- If you are on a 12-month appointment, you can use furlough days starting July 1, 2009. If you are on an appointment that is less than 12 months, you can use furlough days during your contract period (but no sooner than July 1). For example, if you have an appointment from August 1 thru May 30, you must use the furlough days during the period August 1, 2009 through May 30, 2010.
- The furlough plan will not affect your WRS benefit. WRS earnings will be reported as if the furlough was not in place.
- Furloughs can be taken in increments of 2 hours provided that 8 hours are taken in a week (prorated for part-time employees).
- Only one furlough day can be taken in a week. The reason is that greater usage in a week would likely make some employees eligible for unemployment compensation which the Governor has prohibited.
- You must obtain your supervisor's approval before scheduling furlough time – just as you do for vacation.
- Furlough days can be used to substitute for use of sick leave, approved vacation or other paid leave time or unpaid medical leave.
- You cannot do any work when you are using furlough time - including telephone calls, e-mails and texts. All such work is prohibited because it negates the furlough. Violation of this prohibition could result in disciplinary action.
- Furlough days must be used in the same fiscal year as earned; they cannot be carried over into the next fiscal year.
- Failure to use all furlough days by the end of the year will result in either mandatory furloughs or further action to accomplish the furlough mandate.
- Nine-month staff who work summer service/session will be required to take up to two additional furlough days (based on how much time worked) to be taken during the summer or during the following academic year.

## Non-Instructional Academic Staff and Limited Appointees (Group 3)

### Reporting Requirements:

You will need to report furlough time used on a new form called the Furlough Time Report which you will start receiving later this month. The Furlough Time Report is a new concept for unclassified staff. You will only need to fill it out and submit it in months in which you have used furlough time. **In those months, however, you will also need to report your total hours worked each day and any paid leave used during the seven-day period (Sun – Sat) of the week in which you used furlough time.** This is a federal labor law (Fair Labor Standards Act) requirement. Even though you hold a salaried position, federal law requires that you be considered an hourly employee in any week in which you take furlough time. As such, you are required to report all hours worked in those weeks and the University must pay you for all hours worked.

This is where it gets even more complicated. Salaried employees typically work more than 40 hours of work per week. If full-time employees take a furlough day and then work more than 32 hours in the other six days of that Sunday – Saturday period, the University would have to pay them for those hours thus negating the effect of the furlough. Consequently, for full-time employees, during the week furlough time is used, actual hours worked and paid leave time used plus furlough time added together *cannot* exceed 40 hours per seven-day week. **If the total exceeds 40 hours, the furlough will be voided and will have to be used at a later date.** For part-time employees, during the week furlough time is used, actual hours worked and paid leave time used plus furlough time added together *cannot* exceed the number of hours resulting from multiplying your appointment percentage times 40 hours in a seven-day week. For example, a person on a 50% appointment cannot exceed 20 hours (.5 x 40); a 33% appointment cannot exceed 13 hours (.33 x 40); and a 25% appointee cannot exceed 10 hours (.25 x 40). **If the total exceeds the limit, the furlough will be voided and will have to be used at a later date.**

We realize that this is difficult and onerous, but we simply have no choice in the matter and ask for your cooperation.

If you have more detailed questions about the furlough program and how it affects you, go to the Human Resources Furlough website at:

<http://www.uwp.edu/departments/human.resources/FAQ/furlough.cfm>

If you still have questions, contact your supervisor or the Human Resources Office at ext. 2204.

It is unfortunate that the state needs to implement furloughs. While we realize that this will be a difficult process, we urge everyone to approach this with the goal of complying with the requirements.

Thank you.

xc: Chancellor Ford  
Interim Provost Greenfield

Vice Chancellor Streeter  
Deans and Directors