

HUMAN RESOURCES MEMORANDUM 09-013		DATE ISSUED: 03/13/2009
SUBJECT: FURLOUGH LEAVE PROGRAM		REFERENCE: None
TO: All Employees		SUPERCEDES: None

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Change to Furlough Days

The last scheduled Furlough Friday was March 6, 2009. Employees have one other furlough day for March. For the remaining 15 months, employees shall accrue two self-directed furlough days per month.

Employees can use their furlough days (with supervisor's approval), as they would other leave credits, i.e., vacation, annual leave, etc. Employees will have up to 24 months following the end of the furlough program (June 30, 2010), to take all their furlough days off. Any accrued balance is subject to loss if not used by July 1, 2012.

PAL Information

Refer [ABMS User Guide](#) for specific information on posting furlough time in PAL.

Note: Department of Personnel Administration (DPA) has indicated that employees may use their furlough days in hourly increments.

Reduced Time Base

Employees who work less than their time base (e.g., dock; appointed or separated other than the first day of a pay period), shall have their furlough hours applied on a prorated basis. To determine the prorated credit for a full-time or part-time employee, convert the employee's time worked in the pay period to hours and credit the employee with furlough hours based on the intermittent following chart.

Scheduled Hours Worked in a Month	Furlough Hours for 2 Furlough Days
11 to 30.9	2
31 to 50.9	4
51 to 70.9	6
71 to 90.9	8
91 to 110.9	10
111 to 130.9	12
131 to 150.9	14
151 or more	16

Holiday Hours

Furlough hours should be credited prior to holiday hours so that holiday hours are not negatively affected. An intermittent employee's schedule needs to be determined in advance of the pay period. Intermittent employees will be furloughed based on the number of hours they work in a month, shown in the following chart:

Scheduled Hours Worked in a Month	Holiday Credit Hours Per Day	Furlough Hours for 2 Furlough Days
11 to 30.9	1	2
31 to 50.9	2	4
51 to 70.9	3	6
71 to 90.9	4	8
91 to 110.9	5	10
111 to 130.9	6	12
131 to 150.9	7	14
151 or more	8	16

Sample Intermittent Employee Schedule

Below is an example of an intermittent employee who physically works 68 hours in the month of February 2009, four hours per day. There are two furlough days and two holidays in the month.

Total the employee's hours for the month as follows:

- 68 hours physically worked
- + 6 (3 hours for each Furlough Day) = 74 hours
- 74 hours + 8 (4 hours per holiday) = 82 hours to be paid for the February 2009 pay period
- 68 hours worked counts toward the employee's probation period/FMLA
- 76 hours counts toward the employee's 1,500 hours
- 82 hours counts toward State service/retirement/SISA/MSA/Range Change/Health/Dental/Vision

Intermittent employees that work less than 11 hours in a pay period will not have Pay Differential 378 (Furlough Hours) applied to their salary.

/s/

MARIA J. LOPEZ, Manager
Personnel Operations Section

MJL/kits