

HUMAN RESOURCES MEMORANDUM 10-014		DATE ISSUED: 08/09/2010
SUBJECT: FURLOUGH PROGRAM – AUGUST 2010		REFERENCE: None
TO: MANAGERS AND SUPERVISORS; Personnel Liaisons; Attendance Clerks		SUPERCEDES: None

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Pursuant to Executive Order S-12-10, the Department of Personnel Administration (DPA) has adopted a Furlough Program effective August 1, 2010 for all State employees.

The August 2010 Furlough Program will continue until there is a signed 2010-11 fiscal year budget in place and the Department of Finance determines that there is sufficient cash to allow the State to end the furlough.

PRIOR POLICIES

Except for the changes identified below, the furlough administrative processes and procedures that were in place for the prior Furlough Program will be the same for the August 2010 Furlough Program. Prior policies and procedures are contained in Human Resources Memorandums 09-013 and 09-018. These memorandums are located at <https://www.dgs.ca.gov/OHR/Resources/Page-Content/Office-of-Human-Resources-Resources-List-Folder/Human-Resources-Memorandums>.

NEW PROVISIONS EFFECTIVE AUGUST 1, 2010

Observed Furlough Days

Furlough days are observed on the 2nd, 3rd and 4th Fridays of each pay period with the first furlough being observed August 13, 2010.

Exemptions

For the Department of General Services exemptions include represented employees in Bargaining Units (BU) 12 and 19.

Programs that have represented employees in BU's 12 and 19 should develop a plan on how to provide supervision for these employees. Some examples of ways to provide supervision for these exempted employees working on furlough days include:

- Supervisors can alternate furlough days within the same month to provide adequate supervision coverage.
- Employees exempt from furloughs may use leave time on furlough days.
- Employees may work a 4/10/40 work schedule, however this must be approved in advance by the Office/Branch Chief, should only be utilized if it helps the program manage it's workload and will be discontinued at the conclusion of the furlough program.

SELF-DIRECTION

Self-direction is permissible however it is not department-wide and should only be considered for mission critical services. Self-direction is at the discretion of each Deputy Director and managed by each Office/Branch Chief.

Notify the Office of Human Resources immediately upon receiving approval to self-direct.

EXPIRATION DATES

Effective immediately there is no longer an expiration date to previously accrued furlough hours.

LEAVE USAGE

Consistent with Executive Order S-12-10 and DPA PML 2010-015 accrued furlough days MUST be used prior to using any other leave type; i.e., vacation, annual leave, personal holiday, holiday credit, personal leave program and compensating time off.

With regard to sick leave, each employee and his/her supervisor must approve the use of furlough in lieu of sick leave.

The OHR will monitor furlough usage. In the event that other leave is used when a furlough balance exists, OHR will work with the program to adjust the leave usage consistent with DPA direction.

OVERTIME

DGS must manage furlough days in such a way as to minimize the use of overtime.

CASH OUT EXCEPTION

Furlough hours cannot be cashed out except on rare occasions. When an employee separates from State service and has accumulated unused furlough hours which cannot be used prior to separation, such as an AWOL separation or employee death, furlough hours must be paid at the time of the employee's separation.

If you have any questions, please contact your assigned Personnel Analyst or Personnel Specialist.

/s/

GLORIA MARTINEZ, Acting Personnel Officer
Office of Human Resources

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