

HUMAN RESOURCES MEMORANDUM 11-015		DATE ISSUED: 6/20/2011
SUBJECT: Furlough Program and Personal Leave Program 2010/2011 – Bargaining Units 2, 9, 10, and 13		REFERENCE: None
TO: Managers and Supervisors; Personnel Liaisons and Attendance Clerks		SUPERCEDES: None

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose

The purpose of this memorandum is to inform employees of the status of the Furlough Program and the 2010/2011 Personal Leave Program (PLP 2010/2011).

Effective

April 1, 2011

Who is Affected

Represented employees in Bargaining Units (BU) 2, 9, 10, and 13 with the collective bargaining identifier (CBID) R02, R09, R10 and R13. This program does not include excluded employees associated with these bargaining units.

Furlough Program Conclusion

The Furlough Program that began August 2010 has concluded for represented employees and the PLP 2010/2011 is being implemented.

During the PLP 2010/2011 period, the State shall not implement a new furlough program.

PLP 2010/2011 Credit and Value

Employees will be credited with PLP 2010/2011 credit on the first day of each pay period for 12 consecutive pay periods.

PLP 2010/2011 has no cash value and may not be cashed out.

Full-Time Employee Salary Reduction and Credit

Full-time employees shall have a reduction in pay equal to 4.62% and eight (8) hours of PLP 2010/2011 will be credited to the employee's PLP 2010/2011 leave balance.

Part-Time Employee Salary Reduction and Credit

Part-time employees shall be subject to the same salary conditions as full-time employees on a prorated basis. Credit proration shall be determined based on the employee's time base consistent with the chart below:

Time Base	PLP 2010/2011 Credit
1/10	1
1/8	1
1/5	2
1/4	2

Time Base	PLP 2010/2011 Credit
3/10	3
3/8	3
2/5	4
1/2	4
3/5	5
5/8	5
7/10	6
3/4	6
4/5	7
7/8	7
9/10	8

Intermittent Employee Credit

Intermittent employee's PLP 2010/2011 credit shall be prorated based upon the number of hours worked in the monthly pay period as outlined below:

Hours Worked During Pay Period	PLP 2010/2011 Credit
0 through 10.9	0
11 through 30.9	1
31 through 50.9	2
51 through 70.9	3
71 through 90.9	4
91 through 110.9	5
111 through 130.9	6
131 through 150.9	7
151 or over	8

Requests

PLP 2010/2011 credits shall be requested and used in the same manner as vacation/annual leave and in accordance with departmental policies.

Usage

BU 2 employees must schedule and use their PLP 2010/2011 credits prior to June 30, 2016.

- For employees in BU 9 and 10, PLP 2010/2011 has no expiration date, however employees must ensure that the time is scheduled and taken prior to separation.
- BU 13 employees must schedule and use their PLP 2010/2011 credits prior to July 1, 2014.

To allow more flexibility on the usage of PLP and Furlough, employees may use PLP or Furlough credits before any other leave type. However, this does not mean that they must use PLP within the pay period it is earned. Keep in mind that PLP credits must be used prior to its expiration date as shown above, and Furlough credits must be used before separation from State service.

BU 10 Acceleration

Effective July 1, 2011, employees may choose to accelerate the salary reduction of the nine remaining PLP 2010/2011 days.

For example, an employee may choose a 9.23 pay reduction for two PLP 2010/2011 days per month or a 13.85% pay reduction for three PLP 2010/2011 days per month.

If chosen, this alternative accelerated PLP 2010/2011 plan must be conducted within consecutive months and the PLP 2010/2011 days will not exceed the total of 12 days.

Hired on or After April 1, 2011

Employees hired on or after April 1, 2011 while the PLP 2010/2011 is in effect will be subject to this program for its duration.

NDI and Worker's Compensation

Employees on NDI, ENDI, IDL, EIDL, or Worker's Compensation for the entire monthly pay period are excluded from the PLP 2010 Program for that pay period. Employees off for partial months shall receive PLP 2010 credits based on the intermittent employee chart.

Proration for Working Less than an Employee's 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 PLP 2010/2011 hours applied on a prorated basis. Credit proration is determined by converting the employee's time worked in the pay period to hours. Credits will be based on the intermittent employee chart.

Questions

Direct questions to your assigned Personnel Analyst or Personnel Specialist.

/s/

BETH TOWNSEND/Personnel Officer
Office of Human Resources

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