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| 4-OP-C-7-G3 | furloughs |
| **Responsible Executive:** | Finance and Administration |
| **Approving Official:** | President and Vice President for Finance & Administration |
| **Effective Date:** | Upon Adoption |
| **Revision History:** | New |
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| I. | INTRODUCTION |
|  | A furlough is the placement of an employee in a temporary, unpaid leave from work status for a specified number of hours, days, or weeks within a stated time frame, which may be extended based on the business needs of the University. A furlough is not a layoff or reduction in workforce and may be used to avoid or delay such action; as such, in the event of a furlough, no layoff rights will apply. A mandatory furlough program may be instituted at any time in order to preserve the financial well-being of the University. A furlough can be instituted if the University experiences a significant budget reduction due to a catastrophic event, reduction in state funding or other loss of revenue that causes a significant operating budget deficit, or in the event that work for an employee or employees is temporarily unavailable.  |
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| II. | POLICY (Including any Forms and Attachments) |
|  | 1. **Scope**

Any A&P or USPS employee may be subject to a furlough, except employees on certain specialty occupation Visas (e.g., H-1B and E3). A furlough plan may be implemented at the college or department level in accordance with the procedures in this policy. The furlough may be a full furlough with no work hours for a specific period of time or may be a partial furlough with predetermined work hours for a specific period of time. 1. **Procedures**

Vice Presidents should develop a furlough justification plan outlining the reasons for the furlough (i.e., work is unavailable; budget deficit, etc.), employees affected, and any other pertinent information. The furlough plan must be submitted in writing to the Associate Vice President of Human Resources for review and final approval for compliance with applicable federal, state, and local laws. Furloughs cannot be implemented prior to written approval by the Associate Vice President of Human Resources or their designee.1. **Scheduling**

Scheduling of furloughs shall be the responsibility of the Vice President for each division. Furloughs may be implemented on a differential, intermittent, or alternating schedule based on pay/salary level, employee classification, or nature of appointment. For example, furloughs may take into account the essential operations and safety needs of the University, the availability of designated federal funding, or income generated by the division, department, unit, or program. Additionally, all available funding sources should be considered before furloughing employees, including contracts & grants. A Vice President may extend, modify, or cancel a furlough plan after consultation with Human Resources in accordance with this policy. Employees will not perform any work during the furlough period. To ensure compliance with pay requirements under the Fair Labor Standards Act, exempt employees’ furloughs must be in seven-day increments aligned with the FSU workweek. Supervisors cannot authorize overtime in a separate non-furlough workweek to permit nonexempt employees to recoup wages lost by a furlough day. Employees funded by contracts and grants, who have work that can be performed that benefits the award, and is allowable per the sponsor/award, can be paid on a sponsored project. In this case, the employee is not considered furloughed or only partially furloughed. Employees cannot be paid on a sponsored project if there is no work to be performed during the furlough period (unless FSU has approved a university-wide program providing payment of idle time and it is allowable by sponsor).1. **Benefit Status While on Furlough**
2. Employees may not use accrued paid leave (i.e., sick, annual, compensatory leave, or personal holiday) during a furlough.
3. State of Florida healthcare and basic life insurance premiums will not be affected by a furlough.
4. Employees are responsible for arranging employee contributions of benefit premiums when the earnings of the paycheck can no longer support the deduction payments.
5. A furlough will cause no change in the payment responsibility for insurance as it relates to the percentage paid by the employee and the employer.
6. Because retirement contributions are based on actual earnings, contributions by both employees and the University will be decreased by a furlough.
7. Employees’ continuous service and employment status will not be affected by any period of furlough.
8. Employees’ annual and sick leave accruals will not be impacted by furlough days.
9. **Notice**

Employees who are placed on furlough will receive as much notice as possible, with written notice required no less than fourteen (14) calendar days prior to the start date of the furlough status. The conditions of the furlough, including full or partial furlough periods, may be subject to change upon written notice.  |
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| III. | LEGAL SUPPORT, JUSTIFICATION, AND REVIEW OF THIS POLICY |
|  | Board of Governors Regulation 1.001Florida Statute Chapter 1012, Parts I, II and III, Subpart C Board of Trustees Regulation FSU-4.001Delegations to the President by the FSU Board of Trustees and by the President to the Vice Presidents |
|  | /s/ Name of Approving Official |  |  |  |
|  |  [Proof of approval retained in file] |  |  |  |