



Policies and Procedures

3.XX / Furlough

PURPOSE:

To fulfill its fiscal responsibilities in times of budget restraints or if directed by the State of Kansas, the University may exercise its authority to implement furloughs or to reduce employee's salary or hourly rates of pay.

POLICY STATEMENT:

It is the policy of the University to implement a Furlough only after reasonable alternatives have been exhausted. Furloughs will be implemented in a manner that is sensitive to the mission of the University and the needs of its faculty and staff.

DEFINITION:

1. Employee: An individual who, when hired, provides services on a regular basis in exchange for compensation, receives a W-2, and who does not provide these services as a part of an independent business or as an independent contractor. This includes temporary and part-time Employees.

2. Furlough: The placement of an Employee in a temporary leave without pay status for a specified number of hours or days within a specified timeframe. A Furlough is not a layoff or reduction in workforce and may be used to avoid or delay such action.

a. **Administrative Furlough:** A planned action by the University that is designed to address budget reductions necessitated by reasons other than lapse in appropriations. A Furlough plan shall be required for each Administrative Furlough. Notice of 30 days will be provided to Employees prior to implementation of Administrative Furlough.

b. **Emergency Furlough:** A Furlough that occurs if there is an immediate or imminent lack of funding to continue University operations or any emergency that results in an unanticipated interruption of funding to the University. A Furlough plan shall not be required for an Emergency Furlough. No notice

period is required to Employees prior to implementation of Emergency Furlough.

PROCEDURE:

1. Employees may not use vacation or sick leave to supplement Furlough.
2. An Employee's social security and retirement contributions will be affected under a Furlough but all other benefits, including the accrual of vacation and sick leave, shall continue, notwithstanding other guidance to the contrary.
3. A Furlough will not affect an Employee's continuous service, length of service, or eligibility for authorized holiday leave or pay.
4. Furlough Notice

The University prepare a Furlough plan before the date a Furlough is to be implemented, and will submit the plan to Human Resources specifying the information below. The University will make every reasonable effort to provide as much notice as possible, and in no instance less than 30 calendar days, to prepare a Furlough plan (unless less time is available when the University is notified by the State of Kansas).

1. Why a furlough is needed.
2. The effective date of the furlough and the projected date on which the furlough is to end.
3. How the affected employees will be notified.
4. The amount of advance notice that will be given to affected employees will be no less than 10 calendar days. The University will make every reasonable effort to provide as much notice as possible.
5. The estimated fiscal impact.
6. Each class, organizational unit or geographical area to be affected.
7. The criteria used to select each class, organizational unit or geographical area to be included in the furlough.
8. Any exceptions to the furlough plan based on funding sources.
9. The number of hours by which the workweek will be reduced, including separate categories detailing the proposed reduction in hours by standardized increments for exempt and nonexempt employees.

For Emergency Furlough the affected Employees shall be notified as soon as it is feasible to do so.