

Alternate Furlough Day Scheduling Examples

Scenario 2: Options to Mitigate Financial Burdens for Personnel Paid Every Two Weeks

Being sensitive to the personal financial burden created by furloughs, personnel paid every two weeks, who are subject to furlough may, with unit head approval, take their December and/or January furlough day in full-day or half-day increments using alternate furlough scheduling. The alternate furlough day or half-days must occur in the same month as the designated furlough day, must be approved by the supervisor in advance, and must result in one cumulative furlough day taken for the month.

The furlough days could be scheduled earlier in December or later in January and the employee would take a day or half-day of personal leave on the designated furlough day(s). The employee would then take a day or half-day furlough on an alternate furlough day within the same month.

Designated Furlough Day		Alternate Day		
Paid	Not Paid	Paid		Not Paid
Annual Leave**	Furlough	Work	Annual Leave	Furlough
full day				full day
half-day	half-day	half-day		half-day
half-day	half-day		half-day	half-day

Example #1: One full day of furlough taken on an Alternate Day

Example #2: Two half-days of furlough taken on the Designated Day and an Alternate Day using work and annual leave

Example #3: Two half-days of furlough taken on the Designated Day and an Alternate Day using annual leave

** Employee must take a full day or a 1/2 day of annual leave on a Designated Furlough Day if they are not required to maintain essential operations

Note: Unit heads could also consider unpaid sick days as alternate furlough days.