

Alternate Furlough Day Scheduling Examples

Scenario 1: Personnel Required to Maintain Essential Operations

Personnel required to maintain essential operations will be permitted to report to work on designated furlough days. Individual unit heads will determine those personnel within their respective units that are required to maintain essential operations and schedule an Alternate Furlough Day(s) within the same month for those individuals.

	Designated Furlough Day			Alternate Day 1			Alternate Day 2		
	Paid		Not Paid	Paid		Not Paid	Paid		Not Paid
	Required to Work*	Annual Leave	Furlough	Work*	Annual Leave	Furlough	Work*	Annual Leave	Furlough
Example #1: Full Furlough Day taken on either Alternate Day 1 or 2	full-day								full-day
Example #2: Two half-days of furlough taken on two Alternate Days	full-day			half-day		half-day	half-day		half-day
Example #3: Two half-days of furlough taken on the Designated Day and one of the two Alternate Days	half-day		half-day				half-day		half-day
Example #4: Two half-days of furlough taken on two Alternate Days	full-day				half-day	half-day	half-day		half-day

* Work is required to maintain essential operations