

## RES Employee Furlough Fact Sheet (10/28/09)

### Use of Furlough Time

An employee's full-time salary rate on January 1, 2009 (or the hire date if later), will be used to determine the number of furlough days (and corresponding percentage pay reduction) for the term of the furlough plan. The Furlough Plan at a Glance can be found at <http://hrweb.berkeley.edu/budget/furlough-at-a-glance.pdf>.

During the winter and spring campus closure days, employees subject to the furlough program are expected to use allocated furlough days. Employees who are not subject to the furlough program, and those who are subject to the furlough program but have an insufficient total number of furlough days to cover the campus closure periods, may use accrued vacation leave or leave without pay.

Employees who are not subject to the furlough program will still participate in the campus closure period, and are expected to use vacation time, compensatory time off, or leave without pay for the closure days.

All furlough time off should be coordinated and approved by the supervisor.

### Unused Furlough Time

Employees are expected to use all of their furlough days during the plan term. Furlough time is not like vacation time that can be banked for later use. Furlough time that is not used as expected during the plan term will expire at the end of the program, slated for Aug. 31, 2010.

### Furlough Tracking Timesheet

Please use the RES timesheets posted at <http://res.berkeley.edu/res/forms.cfm>. They are very similar to the previous RES timesheets but now include separate columns to indicate furlough usage. There are 4 types of worksheets in the template: Instructions, Furlough Info, Holidays, and the actual timesheet template for each month. When inputting your initial furlough time off (see Info Sheet tab on timesheet), please deduct any furlough time off taken in September accordingly. If you have any questions about completing the timesheet, please email [respayroll@berkeley.edu](mailto:respayroll@berkeley.edu).

### Part-time Employee Information

Part-time employees will be allotted furlough days and have their salary reduced in proportion to their full-time equivalent salary. For example, an employee who has a 60 percent appointment and earns \$60,000 per year (\$100,000 full-time equivalent) is within Salary Band 5 that allots 21 furlough days and an 8 percent salary reduction, so the employee will receive 12.6 furlough days and a \$4,800 salary reduction (8 percent of \$60,000).

### Union-represented Employees

Implementation of the furlough plan is subject to collective bargaining agreements and all applicable laws. Exclusively represented employees whose unions have not agreed to the furlough plan should check the collective bargaining agreement for their unit. Until a contract is in place, employees will choose to use vacation, other accrued time, or leave without pay during campus closure days. For represented employees whose contract has expired, there may need

to be collective bargaining on the furlough plan and on closure. For these employees, what occurs during closure will depend on the outcome of negotiations.

**Furlough Plan Impact on Benefits**

Benefits eligibility will not be negatively impacted by the furlough plan consistent with how START participant benefits are protected.

**Additional information can be found on the furlough plan website,**

<http://hrweb.berkeley.edu/budget/furlough.htm>.