

REQUEST FOR VOLUNTARY FURLOUGH LEAVE WITHOUT PAY

Per Policy 4-200 voluntary furloughs are available on a year-by-year basis and only when authorized by the County Council (during the annual budget approval process)

FISCAL YEAR

Employee Name: <input style="width: 95%;" type="text"/>	Employee ID: <input style="width: 40px; height: 20px;" type="text"/> <input style="width: 40px; height: 20px;" type="text"/> <input style="width: 40px; height: 20px;" type="text"/> <input style="width: 40px; height: 20px;" type="text"/>
Department / Division / Elected Official: <input style="width: 95%;" type="text"/>	
Dates of Requested Furlough (leave without pay): <input style="width: 95%; height: 30px;" type="text"/>	Holiday Dates Requested as Furlough: <input style="width: 95%; height: 30px;" type="text"/>
# hours requested/day: <input style="width: 60px; height: 20px;" type="text"/>	# hours requested/day: <input style="width: 60px; height: 20px;" type="text"/>
Administrator Decision: <input type="checkbox"/> Request Approved <input type="checkbox"/> Request Denied	
If denied, reason: <input style="width: 95%; height: 30px;" type="text"/>	
Combined balance of sick and vacation accruals: <input style="width: 200px; height: 25px;" type="text"/>	Date: <input style="width: 100px; height: 25px;" type="text"/>
Administrator / Designee Signature:	<input style="width: 95%; height: 50px;" type="text"/>
	Date

By signing this request the undersigned employee understands that:

- The employee's request is entirely voluntary.
- The employee's salary will be reduced by the amount of voluntary furlough leave taken.
- The furlough contract must be completed, signed and approved prior to the employee taking the furlough.
- Employees requesting furlough leave must have a combination of 80 hours of accrued vacation and sick leave at the time the furlough is taken.
- To ensure the 80 hour threshold is met, contracts will not be approved by the division more than one pay period prior to the requested furlough leave.
- Requested sick and vacation time off after a contract is approved will be deducted from the sick and vacation balances.
- One furlough contract will be used per pay period for the furlough hours requested (example: if an employee is requesting furlough for January 3rd, January 17th and February 2nd, three separate contracts will be required).
- The Human Resources Division will confirm required balances when the furlough is taken. If the employee doesn't have the required 80 hours combined sick and vacation at the beginning of the furlough, the furlough codes will be changed to LREG (LWOP) and no accrual reimbursement will be made.

- The employee’s request for furlough leave may include legal holiday(s).
- Employees designated as non-exempt from the Fair Labor Standards Act (FLSA) may take furlough as a normal scheduled work day or partial day. A partial day is considered to be one half the employee’s normal work day. If an employee uses less than half of their normal scheduled work day, the time card will be changed to reflect LREG and no accrual reimbursement will be made.
- Employees designated as exempt from the FLSA may only take furlough leave in full day increments and do not lose their exempt status except for the workweek in which the furlough occurs. An FLSA exempt employee will not perform any work related tasks while on furlough. An FLSA exempt employee will not work more than 40 total hours including regular hours and furloughed hours during a work week.
- An employee may take no more than 10 consecutive furlough days. An employee taking more than 10 consecutive furlough days will be subject to notification to the Utah Retirement Systems (URS). An employee may take no more than 30 voluntary furlough days during the calendar year
- Vacation/sick/compensatory time cannot be used to cover furlough leave.
- Extra hours cannot be worked in a week when furlough leave is taken (to make up for the loss of pay due to furlough leave). Supervisors are to ensure that employees taking furlough do not work additional hours which reduce the furlough hours taken.
- Furlough leave cannot be used as part of ‘leave without pay’ approved under Human Resources Policy 4-200, Leave Practices
- Furlough leave cannot be used as part of a disciplinary suspension issued by an Administrator under Human Resources Policy 3-400, Discipline.
- An employee who elects to include a legal holiday as part of the Voluntary Furlough Program will not be compensated for the designated legal holiday(s).
- All benefits will remain in force; however, employees participating in this program may have a reduction in salary and thus their salary driven benefits such as retirement contributions, Long Term Disability (LTD), Worker’s Compensation, FICA, employee personal contribution to their 401K, and Utah Retirement System life insurance as determined by the Utah Retirement System (URS) will be proportionally reduced.
- The employee will be reimbursed the vacation and sick accruals that are lost as a result of the furlough hours taken and will accrue benefits as if the furlough leave was actually time worked; the furlough leave will not impact their service date or delay a change to their leave accrual earning rate.

Employee Signature

Date