2009–2010 FURLOUGH/SALARY REDUCTION PLAN
CAMPUS GUIDELINES GOVERNING THE USE OF FURLOUGH TIME

Consistent with approval of Item J-2 at the July 16, 2009 Board of Regents’ meeting and based on instructions issued by the Office of the President, furlough time is to be used in accordance with the following provisions:

General Provisions

- Furlough time will be recognized only during the term of the Furlough/Salary Reduction Plan.
- 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 August 31, 2010.
- Employees’ furlough time is credited to and tracked in an individual “furlough bank”.
- Employees participating in the Furlough/Salary Reduction Plan are expected to use the time during pre-determined closure days and for discretionary floating days/hours, as applicable, with management approval. Employees may begin to use furlough days as early as September 1, 2009, with management approval.
- Departments are responsible for recording furlough time in one-day increments for exempt employees (or the appropriate proportion for part-time appointments) and ¼ hour increments for non-exempt employees.
- Departments should ask supervisors to work with their employees to develop individual furlough schedules at the outset of the Furlough Plan term. For example, this may entail use of furlough days in blocks during scheduled closure days, use of discretionary furlough time on a monthly basis spread over the course of the Furlough Plan term, or some other method.
- Furlough time will expire at the end of the Furlough Plan term, or upon the employee’s separation from UC employment, whichever occurs first.
- If an employee separates from employment with a “negative” accrual of furlough time, the University will not require that the employee repay the value of the time.

Scheduled Closure Days

- UCLA has scheduled a campus closure during the Winter Holiday period between December 21, 2009, and January 1, 2010. Any schools, divisions or departments that propose additional closure days must request review by Campus Human Resources (CHR) well in advance in order to ensure that appropriate notice requirements are met, normally with 30 days notice to employees. CHR Employee & Labor Relations will provide appropriate union notice if such closures will affect represented employees.
- If an employee has not yet accrued sufficient furlough time to cover scheduled closures, the employee may use furlough time before it has actually been accrued.
• There is no maximum amount of furlough time that may be advanced, except that it will be capped at the employee’s allotted number of days per his/her salary band.

• If an employee will not accrue sufficient furlough time over the Furlough Plan term to cover the scheduled closure days, the employee may use vacation leave in conjunction with furlough time for scheduled closures.

• Employees who are exempt from the Furlough Plan may choose to use vacation, accrued compensatory time off (CTO), or leave without pay during scheduled closures.

• For exclusively represented employees, please contact your Employee and Labor Relations consultant in Campus Human Resources.

Discretionary Days

• When an employee’s allotted furlough time exceeds the number of scheduled closure days, the employee may request management approval to use the excess furlough time at the employee’s convenience as discretionary floating days/hours.

• Supervisors are encouraged to accommodate reasonable requests for the use of discretionary furlough time.

• In order to assist supervisors in planning for business continuity and to ensure that all accrued furlough time will be used, supervisors should request that employees provide a schedule of when they wish to take their discretionary furlough time. The department head or supervisor has the authority to establish a deadline or deadlines for submission of employee schedules.

• If an employee does not provide a schedule of furlough time to his/her supervisor by the established deadline(s), the supervisor is authorized to schedule furlough time for the employee.

• An employee’s schedule of discretionary furlough time may be modified at any time during the Furlough Plan term by mutual agreement of the employee and department management.

Additional Information

• START program participants do not accrue furlough time during their START contract since they will not participate in the salary reduction (unless their START percentage falls below the required exemption level). START participants whose START contract expires before the close of the furlough program will subsequently be placed in the furlough plan.

• Related information regarding the Furlough Plan is available at http://www.chr.ucla.edu or on the Office of the President website at http://atyourservice.ucop.edu.