

**TWELVE-MONTH AND TEN-MONTH
FACULTY FURLOUGH PROGRAM
AUGUST 1, 2009 – JANUARY 4, 2010**

A revised campus' implementation plan for furloughs has been approved by the Chancellor's Office. The approved plan may be found at <http://www.csus.edu/pa/furlough/>. **From August 1, 2009 – June 30, 2010, full-time 12-month faculty are subject to 24 furlough days; 10-month faculty are subject to 20 days.** Academic Year (AY) faculty shall be subject to 18 furlough days during the 2009-10 academic year – 9 days each semester. For faculty the plan has two State Budget Closure Days, which are furlough days designated by the President for *all* campus employees – one each semester – specifically: Friday, Oct. 16, and Monday, Feb. 15. Twelve-month and ten-month faculty have three additional designated days: two in the Fall 2009 semester – Wednesday, Dec. 23, and Thursday, Dec. 24, and one in the Spring, 2010 semester – Friday, April 2.

10-Month Faculty		12-Month Faculty	
Number required furlough days for year	20	Number required furlough days for year	24
Number/date assigned by President for year	5 (Oct. 16, Dec. 23, Dec. 24, Feb. 15, Apr. 2)	Number/date assigned by President for year	5 (Oct. 16, Dec. 23, Dec. 24, Feb. 15, Apr. 2)
Days the employee needs to request for year	15	Days the employee needs to request for year	19

Request Form

As noted in the chart above, 12-month and 10-month faculty are responsible for requesting additional individual furlough days. That form is now available on-line at <http://www.csus.edu/pa/furlough/1012MonthFacultyFall09FurloughCert.pdf> to download, and a copy is attached to this e-mail. Please return the form to your dean or director by Wednesday, Sept. 9, 2009, with requested dates for August – Jan. 4, 2010. Later this semester a form will be available to request furloughs from Jan. 5 – June 30, 2010. Deans (or MPP level directors) have been delegated authority to approve furlough requests. If the dean or director disagrees with requested days, the dean or director “shall designate the furlough days for the faculty employee based on *compelling operational needs* of the campus and shall explain those needs in writing to the faculty unit employee” (see 3.a. of Furlough Agreement).

Please note that furlough days requested may include instructional, academic or other workdays you are in pay status. The restriction is no more than one per week and two a month with the exception of four days in December. Please note December will be the month for four furlough days – you will select two in addition to Dec. 23 – 24, which the President has designated as furlough days. **If you must work on a designated day, please select another day in that month.**

Remember that for the Fall, 2009 semester, Monday, Sept. 7, is a holiday as is Wednesday, Nov. 11. For future planning, Jan. 18 is the Martin Luther King Jr. Holiday, March 31 is Cesar Chavez Day, and May 31 is Memorial Day. None of these days may be selected as furlough days.

This form will not be placed in your Personnel Action File unless you request this action in writing to your dean or director.

Please attach to the furlough request form a separate page noting workload reduced on requested days such as appointments, off-campus visits, committee assignments, advising, office hours, department meetings, etc. This information will be helpful to the dean or director in assessing your request's impact on your assignments.

The form also contains certification language required by the CSU-CFA Furlough Agreement indicating faculty will not work on furlough days and will not work beyond assigned duties during any furlough week.

The request form serves as the basis for entering information into the official University's leave accounting system. In an effort to maintain accuracy of University records, an opportunity will be given faculty in December to correct any errors or note any modifications to the approved request form. We will send out further instructions to department chairs, support staff, and Dean's office on implementation of procedures for providing faculty furlough day information to HR Payroll.

We urge you to read and review those sections of the campus' implementation plan that apply to faculty as well as the agreement on furloughs between the California State University and the California Faculty Association (CFA): http://www.calstate.edu/LaborRel/Contracts_HTML/CFA-Furlough-Agreement.pdf.

Partial 12-Month – Academic Year Chairs

We are still awaiting information from the Chancellor's Office on the outcome of meetings with the California Faculty Association. One of the topics of conversation was the computation of furlough days for department chairs who are partial 12-month and partial Academic Year (AY). If two furlough days were taken before Aug. 26, there should be no problem for the Fall 2009 semester with partial 12-month chairs complying with either method for computing required furlough days. Partial 12-month chairs should select two days in September, one day in October (in addition to Oct. 16), and two days in November. We also recommend selection of four days in December – Dec. 23 and 24 as President-designated days – plus two others. Jan. 4 will need to be taken to allow for sufficient total days on the AY portion of your position.

Special Situations:

- Part-time 12-month or 10-month faculty must take the required number of furlough days regardless of time base.
- Faculty on sabbatical and difference-in-pay leaves must take the required number of furlough days during the time of their leave.
- Faculty 100 percent funded by grants/contracts will not be subject to furloughs. Those partially funded are required to take pro rata furlough days. Please contact Elizabeth Redmond, Associate Vice President for Human Resources, at extension 8-4488 if you have questions.
- Disability leave programs are not subject to the furlough program. Family Medical Leave are not subject to the furlough program. Employees eligible for Maternity/Paternity/Adoption leave who are not disabled due to pregnancy are subject to the furlough program and receive reduced salary at the furlough rate of pay. This leave is tied to work days so if an employee is scheduled for a furlough day, that day is not counted towards the maternity/paternity/adoption leave

entitlement (e.g., 30 work days would translate to 32 in order to skip two [2] furlough days). If you have questions, please contact JoAnne Davis, Workers' Compensation/Disability Leaves Manager, at X8-3522.

HR: 8/27/09