

California State University, Sacramento
2009-2010 Faculty Furlough Program
SPRING 2010 REQUEST FORM FOR 10-MONTH & 12-MONTH FACULTY

Guidelines:

- No more than one (1) furlough day per week, and no more than two (2) furlough days each calendar month, with exception that one month in a year may have up to four (4) furlough days in a single month
- **12-Month faculty employees:** 12 days between January 1 through June 30; 24 for the year
- **10-Month faculty employees:** 10 days between January 1 through June 30; 20 for the year
- **Librarians, counselors, and coaches:** reduced by 8 hours in furlough week
- If furlough day falls on day when class is scheduled and faculty are teaching, faculty are encouraged to provide an alternate assignment for students.
- **Furlough day requests need to be submitted to your dean/director no later than Wed., December 2, 2009.**

Requested Furlough Days: (Specify dates of requested academic workdays in each month.) To assist your Dean/Director in approving your request, attach separate page noting workload reduction on requested days, such as committee assignments, student advising, office hours, department meetings. If furlough on teaching day, indicate alternate assignment for students (if any).

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|--|----------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|
| January | (Jan. 1 & 18 are holidays.) | _____ | _____ | _____ | _____ |
| February | (Feb. 15 is Campus Closure Day.) | _____ [] Ck if teaching day | _____ [] Ck if teaching day | _____ [] Ck if teaching day | _____ [] Ck if teaching day |
| March | (Mar. 31 is a holiday.) | _____ [] Ck if teaching day | _____ [] Ck if teaching day | _____ [] Ck if teaching day | _____ [] Ck if teaching day |
| April | (Apr. 2 is Campus Closure Day.) | _____ [] Ck if teaching day | _____ [] Ck if teaching day | _____ [] Ck if teaching day | _____ [] Ck if teaching day |
| May | (May 31 is a holiday.) | _____ | _____ | _____ | _____ |
| June (if necessary to achieve total furlough days) | | _____ | _____ | _____ | _____ |
| Total Furlough Days for Spring 2010: | | _____ | | | |

Pursuant to the Furlough Agreement dated July 28, 2009, between The California State University and the California Faculty Association (§5.b), I acknowledge and certify that:

- i. I will not work on an assigned or agreed upon furlough day; and
- ii. I will not work beyond the duties assigned for the furlough week.

Name (Print): _____ Dept: _____

Signature: _____ Date: _____

NOTE: THIS CERTIFICATION STATEMENT DOES NOT HAVE TO BE SIGNED IF CERTIFICATION WAS ALREADY SIGNED IN FALL 2009.

Reviewed by

 Department Chair's signature _____
Date

APPROVED: [] Yes [] No (If "No," explain compelling operational needs & provide/specify approved alternate dates.)

 Dean's signature _____
Date

cc: Payroll Services (SAC-161)

NOTE: FURLOUGH DATES ABOVE WILL BE ENTERED INTO CMS EACH MONTH FOR PAYROLL PROCESSING PURPOSES.

At the end of June, furlough days requested/approved will be reconciled to furlough days taken to ensure compliance.

 Faculty Employee's signature (at fiscal year-end to confirm furlough days taken) _____
Date