

**ACADEMIC YEAR FACULTY FURLOUGH PROGRAM**  
**FALL, 2009**

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/>. Academic Year (AY) faculty shall be subject to 18 furlough days during the 2009-10 academic year – 9 days each semester. For AY faculty, the plan has two State Budget Closure Days, which are furlough days designated by the President for **all** campus employees subject to furloughs – one each semester – specifically: Friday, Oct. 16, and Monday, Feb. 15.

<b>Academic Year Faculty Fall, 2009</b>	
Number required furlough days for Fall, 2009 (August 26 – January 4)	9 for semester
Number/date assigned by President for Fall, 2009	1 (October 16)
Days the employee needs to request for Fall, 2009	8 for semester

As noted in the chart above, AY faculty are responsible for requesting eight additional individual furlough days each semester. They may nominate any or all academic workdays to meet the necessary eight furlough days per semester. Deans have been delegated authority to approve requests. Furlough days nominated may include both instructional workdays and other academic workdays. **Please note there is a limit of no more than one furlough day a week and two per month with the exception of one month which may have four furlough days.**

The compensation impact of a part-time employee's furlough "day" is weighted according to his/her time base. Thus, an AY faculty member with a time base of 0.4 would take 9 **full** furlough days each semester in an academic year, but compensation is reduced in proportion to time base.

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](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA-Furlough-Agreement.pdf).

We recommend that faculty notify students of approved furlough days that impact office hours, e-mail availability, advising, class schedules, or supervision. The syllabus for each class could note that modifications may be required to the course schedule and assignments because of furloughs, and students will be notified of these adjustments in a timely manner.

**Request Form**

A form for requesting furlough days for the Fall 2009 semester (Aug. 26, 2009, through Jan. 4, 2010) is available on-line at <http://www.csus.edu/pa/furlough/AYFacultyFall09FurloughCert.pdf>. The form should be downloaded, furlough days requested, the required certification signed, and the form should be submitted to your department chair by **Friday, September 4, 2009**. The dean will develop a process for securing the department chair's input on your requested days, and forms will be sent by department chairs to the deans for approval. If the dean disagrees with requested days, the dean "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).

A semester is comprised of instructional and academic workdays. Any academic workday during the Fall 2009 semester may be requested as a furlough day. For Fall 2009, there are 71 instructional days and 86 academic workdays. You are in pay status all 86 days. For Fall, the academic workdays are: Aug. 26-28, Dec. 12, Dec. 14-19, Dec. 21-24, 2009, and Jan. 4, 2010. Details are provided in the academic calendar found on the Web at: <http://www.csus.edu/acaf/calendars/>. Requested furlough days may include instructional or academic workdays you are in pay status and, in the aggregate, represent a balance of your workload assignments.

Remember that for the Fall 2009 semester, Monday, Sept. 7, is a holiday as is Wednesday, Nov. 11. Friday, Nov. 27, is an academic holiday. None of these days may be selected as furlough days. If you must work on Oct. 16, a designated State Budget Closure Day, select another day consistent with the selection restrictions noted earlier.

This form will not be placed in your Personnel Action File unless you request it in writing to your dean (full-time faculty) or to the chair (part-time faculty).

If a furlough day is requested for a direct instructional day when classes are scheduled, you are encouraged where feasible to provide alternate instructional assignments for students that class period consistent with student learning outcomes and course objectives. These alternate assignments do not need to be graded and should be designed to not increase faculty workload. Direct instructional furlough days should be rotated so no single class is disproportionately impacted by furloughs. The Center for Teaching and Learning (CTL) has scheduled "Brown Bag" sessions early in September to discuss alternate instructional assignments for students. Please visit CTL's Web site for further information at: <http://www.ctl.csus.edu/>.

Note that in completing the request form you are asked whether a selected day is a teaching day. Please attach to the request form a separate page noting whether alternate instructional assignments will be given as well as other workload reduced on your requested day such as committee assignments, office hours, advising, supervision, department meetings, etc. This information will be helpful to the dean in assessing your request's impact on instruction and other assignments.

The request form will serve 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 the implementation of procedures for providing faculty furlough day information to HR Payroll.

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 for the Spring 2010 semester will be available in early December for requesting furlough days for the Spring 2010 semester.

#### Special Situations:

- Part-time faculty, regardless of time base, have a nine-day furlough obligation each semester.

- Faculty on sabbatical and difference-in-pay leaves must take furlough days during the time of their leave.
- Faculty on FERP are subject to furloughs during the semester(s) when they are teaching. Each semester taught has a nine-furlough day obligation.
- Faculty 100 percent funded by grants/contracts will not be subject to furloughs. Those partially funded are required to take pro rata furlough days. We are preparing specific information to send to those identified as being reimbursed by grants/contracts. 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 Leaves 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 furlough days). If you have questions, please contact JoAnne Davis, Workers' Compensation/Disability Leaves Manager, at X8-3522.

HR: 8/27/09