

SPRING, 2010 FURLOUGH UPDATE:
STAFF AND MANAGERS

In a couple of weeks the Office of Human Resources (HR) will notify staff and managers of the process to use for requesting individual furlough days for the remainder of the year – January thru June, 2010. The process will be very similar to the one used in August. HR is providing this information to assist you and your program manager in consultation and early planning for your requests.

The breakdown of campus-designated and individual furlough days between January – June, 2010 for staff represented by APC, Confidential employees, and managers subject to furloughs is noted in the chart below. As the result of a recent System-wide grievance settlement, **staff represented by CSUEU are not limited to the one (1)-day-a-week restriction and may request more than one (1) furlough day per week up to the maximum days of three (3) per pay period.**

MONTH	DESIGNATED DAYS	DATES	INDIVIDUAL DAYS	TOTAL FURLOUGH DAYS
January	2	8 & 15	0	2
February	1	15*	1	2
March	0	--	2	2
April	1	2*	1	2
May	1	28	1	2
June	2	11 & 25	0	2
TOTAL	7	--	5	12

*February 15 and April 2 are designated as State Budget Closure Days. If you are scheduled to work on these days, please request an alternate day during that pay period.

The following days may not be selected as furlough days because the campus is already scheduled to be closed:

Friday, January 1: New Year's Day
Monday, January 18: Martin Luther King Day
Wednesday, March 31: Cesar Chavez Day
Monday, May 31: Memorial Day

Reminder for APC-represented staff, Confidential employees, and managers: There may be no more than one (1) furlough day each week or two (2) in each pay period. For most staff and managers, including CSUEU, the one-time exception to this was scheduled in December, i.e., December 21 – 24.

For this fiscal year, twelve-month staff and managers who are subject to furloughs have a 24-furlough day obligation; 11-month staff and managers have 22 days; 10-month staff and managers have a 20-furlough day obligation. If you are in a position partially or fully supported by a grant or contract, your furlough obligation will be modified. The complete "Sacramento State Overview: Campus Furlough Implementation Plan" may be found at <http://www.csus.edu/pa/furlough/CampusFurloughImplementationPlan082609.pdf>.

If you have any questions, please contact Elizabeth Redmond, Associate Vice President for Human Resources for Employment Services, at extension 8-4488 or via e-mail at redmond@csus.edu.