

FLEXIBLE FURLOUGH PROGRAM

Frequently Asked Questions

When does the program start? When does it end?

It will start May 1, and end June 30, 2009

What is the program?

The Flexible Furlough Program reduces all teachers and state employees' compensation by an annualized amount equivalent to 0.5% over the remainder of the fiscal year. Full-time employees will be credited with 10 hours flexible time off.

What do I receive in return for the money being deducted from my pay in May and June?

In return, each employee will receive 10 hours of flexible time off that can be taken between June 1, 2009 and December 31, 2009. Therefore, when an employee takes their time off, their pay will not be deducted any further beyond the .5 percent taken this fiscal year.

How long do I have to use the ten hours of time off?

You have from June 1, 2009 through December 31, 2009 to schedule and use this time off.

Will this reduce my base salary?

No, it will not reduce your base salary. The deduction will be made only from your paychecks during the period of the program. Once the program ends, the deduction will no longer be made.

Will this affect my leave earning ability?

No, you will continue to earn leave at the rate you do now.

Can I use vacation leave or bonus leave or comp time to cover the deduction each month?

No, you cannot substitute other leave for time off.

Can I take my time off whenever I want? Does my supervisor have to approve my request to take this time off?

Your supervisor must approve any request for time off.

What happens if I don't request time off?

Your supervisor is responsible for monitoring your use of time off, and will schedule you for time off if you do not request it.

What if I don't like the time the supervisor schedules. Can I file a grievance about it?

No, supervisory decisions about approving or scheduling time off are not grievable.

What happens if I don't request the time off and my supervisor doesn't schedule me for time off? Will I get the ten hours salary back?

No, if you do not request time off and your supervisor does not schedule it by December 31, 2009, then you will lose the ability to take this time off.

How will this affect my ability to earn overtime?

Supervisors will be strongly encouraged not to allow work beyond 35 hours in any week in which time off is scheduled.

What happens if I leave state service before I use the time off? Will money still be deducted from my paychecks in May and June?

Yes, if you leave state service before you use the unpaid time off, monies will still be deducted from your May and June paychecks.

Can I work additional hours to make up for the unpaid time off?

No.

Will the Flexible Furlough Program affect my benefits?

No, your benefits will remain the same. The Governor has asked the General Assembly to enact legislation that would protect employees' retirement and health insurance benefits for the duration of this program.

Can I use the 10 hours of Flexible Furlough time off for the same purpose as vacation or sick leave?

With prior approval of the supervisor, employees may use this time for whatever purpose the employee wishes.

For further information, contact your HR Director.