

## Furlough Plan For Staff and Management Personnel

Humboldt State University has identified the following furlough days for CSUEU, APC, UAPD, Management and Confidential employees. Police officers, dispatchers and sworn police managers are exempt from this furlough plan.

The furlough plan applies to employees in all funding sources and organizations except 1) the separate auxiliary organizations (University Center, Sponsored Programs Foundation, Advancement Foundation, Associated Students), and 2) fully grant funded positions. Positions partially grant funded will only be furloughed for the non-grant funded portion of their position. A Grant Furlough Exemption Form must be completed and filed with Human Resources. [Click here for Grant Furlough Exemption Form.](#)

Full-time twelve month employees are subject to 24 furlough days; eleven month full-time employees to 22 furlough days; and ten month full-time employees to 20 furlough days. Partial time base positions will be pro-rated.

The campus has identified the following 24 furlough days:

August 7, 2009 Friday

August 10, 2009 Monday

September 4, 2009 Friday

September 18, 2009 Friday

October 9, 2009 Friday

October 23, 2009 Friday

November 20, 2009 Friday (Campus Closed)

November 27, 2009 Friday (Campus Closed)

Dec. 21 -24, 2009 Week before Christmas Closure (Campus Closed)

January 4, 2010 Monday (Winter Break) (Campus Closed)

January 15, 2010 Friday (Campus Closed)

February 5, 2010 Friday

February 19, 2010 Friday

March 12, 2010 Friday (Campus Closed)

March 15, 2010 Monday (Spring Break) (Campus Closed)

April 9, 2010 Friday

April 23, 2010 Friday

May 21, 2010 Friday

May 28, 2010 Friday (Friday before Memorial Day) (Campus Closed)

June 1, 2010 Tuesday (Day after Memorial Day) (Campus Closed)

June 18, 2010 Friday

10/12 and 11/12 month employees will need to work with their supervisors regarding an individual furlough plan that includes the mandatory number of days to be furloughed. The furlough plans should include the days the campus is closed and follow the guidelines of the one day per week and two days per month. Operational needs and how individual divisions will observe campus furlough days is outlined at [www.humboldt.edu/~humboldt/furlough/operationsReference.pdf](http://www.humboldt.edu/~humboldt/furlough/operationsReference.pdf).

If for operational reasons, an employee is unable to observe the established furlough days, alternate furlough days will be planned in consultation with and approval of their appropriate administrator. An annual furlough plan will be scheduled with each employee as approved by the President/Vice President for a division. Discussion with employees regarding furloughs would include the maximum number of hours that can be worked on furlough weeks, straight time and overtime concerns, accounting of furlough days, and exempt employees being considered non-exempt on furlough weeks. It will be the dual responsibility of the employee and the employee's supervisor to assure that the appropriate number of furlough days are taken during the period of August 1, 2009 through June 30, 2010.

The current Absence, Excess Hours, Holiday Worked Report (Form PR54) will be used for tracking furlough days. Each employee would be required to report monthly the use of furlough days.