TO: The University Community

FROM: Mr. Fred Cratty, Chief Human Resources Officer

RE: Furlough Days

DATE: November 6, 2017 - REVISED

As you are all aware by now, the State and Unions entered into concession agreements recently, which resulted in employees being required to take three (3) furlough days prior to June 30, 2018. Later this week, I will be sending letters to each employee explaining the impact of the furlough days as it relates to them. However, since the University will not be closing on any set days this year due to the furlough days, below is a listing, by union group, as to how the furlough days will be handled. The purpose of this is to make the supervisors for each area aware of the obligations of their employees.

I would like to encourage supervisors to make every effort possible in accommodating an employee’s request for furlough days off. However, due to agency operating needs, this may not always be possible. Whenever there are more requests for the same furlough day off than a supervisor can approve, the seniority of the employees involved should be used as the determining factor. Employees should follow the same process when requesting a furlough day off as they do when requesting vacation and personal leave days off. Lastly, when coding a time sheet for a furlough day (either via Core-CT or paper) please use the code of LFRL for the day.

**Administrative & Residual (A&R) - Revised**

The designated furlough days are as follows:

- Three (3) furlough days will be taken at the choice of the employee, subject to the approval of their supervisor and department head when applicable.

**Clerical**

There are seven (7) designated dates that employees can chose from when taking their required furlough days. The dates are as follows:

- Tuesday, September 5, 2017
- Wednesday, November 22, 2017
- Tuesday, December 26, 2017
- Friday, March 9, 2018
- Monday, April 2, 2018
- Friday, May 11, 2018
- Friday, June 15, 2018
Maintenance

The designated furlough days are as follows:

- Three (3) furlough days will be taken at the choice of the employee, subject to the approval of their supervisor and department head when applicable.

SUOAF

The designated furlough days are as follows:

- Three (3) furlough days will be taken at the choice of the employee, subject to the approval of management.

AAUP

The designated furlough days are as follows:

- Two (2) furlough days to be used at the members choice.
- Friday, March 9, 2018

If you have any questions, please feel free to contact me at 203-837-8665 or via email at crattyf@wcsu.edu.