



**San José State**  
UNIVERSITY

**Office of Faculty Affairs**

One Washington Square, San José, California 95192-0021 PH (408) 924-2450 Fax (408) 924-2425

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DATE: November 3, 2009

TO: Deans, AVP Stiglitz

FROM: Joan Merdinger  
AVP/Faculty Affairs

RE: Reporting Furlough Days in AY 2009-2010 in the Absence Management System

In each of the furlough agreements that were finalized with the affected bargaining units, it states: "...the President shall ensure that all ...employees have taken the appropriate number of furlough days commensurate with the salary reductions that have been made." On our campus, the President has designated the Absence Management system as the mechanism for ensuring accountability for the appropriate number of furlough days that have been agreed to by managers, and bargained and agreed to by staff and faculty unions, all of which have been affected by the furlough program implemented in AY 2009-2010. All faculty unit employees are strongly encouraged to learn about and to use the Absence Management system for reporting furlough days.

Faculty Unit Employees, including instructional faculty, librarians, counselors and coaches will continue their current practice with the use of the Absence Management system for reporting absences. Faculty unit employees who input absences into the system will continue that practice by entering their approved furlough days during AY 2009-2010 after their "Fall 2009 Faculty Furlough Request Form" has been approved. Faculty unit employees who do not currently access the Absence Management system should have already submitted their approved "Fall 2009 Faculty Furlough Request Form" to the Department Chair/School Director for entry by the department/school/unit timekeeper for Fall 2009.

The "Spring 2010 Faculty Furlough Request Form" is available on the Faculty Affairs webpage, under Unit 3 Furlough information [Individual Faculty Furlough Request Form Spring](#). We will follow the same practice in Spring 2010 for reporting and entering faculty furlough days in the Absence Management system. The due date for submission of the approved "Spring 2010 Faculty Furlough Request Form" is January 27, 2010.

Based on our experience in Fall 2009, we recommend that all furlough days for Spring 2010 be entered at the same time by individual faculty unit employees and timekeepers in order to maximize efficiency.

cc:

Interim Provost Selter  
Vice Provost Whitcomb  
Academic Affairs HR Contacts  
Dr. Liz Cara, CFA President