



**SAN JOSÉ STATE  
UNIVERSITY  
OFFICE OF FACULTY AFFAIRS**

**SPRING 2010 FACULTY FURLOUGH PROGRAM REQUEST FORM**

*Complete form and send to AVP, Faculty Affairs, zip 0021, via your Chair and Dean for placement in your Personnel Action File.  
Revisions should be made on this same form and routed via your Chair and Dean to the Office of Faculty Affairs.*

**Guidelines:**

- Academic Year: 9 furlough days per semester January 25 – May 29
- 12-Month faculty employees: 12 days between January - June
- 10-Month faculty employees: 10 days between January - June
- Librarians, counselors, and coaches: 8 hours in a furlough week
- No more than one-furlough day per workweek
- Two furlough days each calendar month with exception that one month in a year, may have up to four furlough days in a single calendar month.
- Part-time faculty employees: pro-rata share based on time-base

*An AY faculty member with a time base of 0.40 would take 9 furlough days in a semester, but each furlough day would be weighted as 0.40 of a full day. While this furlough would have a value of 9 x 0.40 days, the faculty member would have to account for 9 calendar days during each semester on which he or she performed no work.*

Jan-10							Feb-10							Mar-10						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						2														
3	4	5	6	7	8	9	1	2	3	4	5	6	1	2	3	4	5	6		
10	11	12	13	14	15	16	7	8	9	10	11	12	13	7	8	9	10	11	12	13
17	18	19	20	21	22	23	14	15	16	17	18	19	20	14	15	16	17	18	19	20
24	25	26	27	28	29	30	21	22	23	24	25	26	27	21	22	23	24	25	26	27
31							28						28	29	30					

  

Apr-10							May-10							Jun-10							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7
11	12	13	14	15	16	17	9	10	11	12	13	14	15	8	9	10	11	12	13	14	
18	19	20	21	22	23	24	16	17	18	19	20	21	22	15	16	17	18	19	20	21	
25	26	27	28	29	30		23	24	25	26	27	28	29	22	23	24	25	26	27	28	
							30						29	30							

  

	Faculty Furlough Days designated by the President		Campus Holidays
	Faculty furlough days that coincide w/campus furlough days		Campus Furlough Days

Month	Dates Requested
January	
February	15th & 26th
March 29 <sup>th</sup> -31	unavailable
April 1-2	unavailable
May	6 <sup>th</sup>
June	
<b>Total Furlough days for Spring 2010:</b>	

Print Name \_\_\_\_\_ Faculty Employee ID # \_\_\_\_\_ Faculty Member Signature \_\_\_\_\_ Date \_\_\_\_\_

**CHAIR/DIRECTOR RECOMMENDATION:**

<input type="checkbox"/>	Approval Recommended	_____	_____
<input type="checkbox"/>	Approval Not Recommended	_____	_____

Reason(s) or Condition(s):: \_\_\_\_\_

**COLLEGE DEAN'S DECISION:**

<input type="checkbox"/>	Approval Recommended	_____	_____
<input type="checkbox"/>	Approval Not Recommended	_____	_____

Reason(s) or Condition(s):: \_\_\_\_\_