

Archived FURLOUGH Frequently Asked Questions

- 1. How long will the furlough last?**
The furlough is only being proposed for the fiscal 2009-2010 year. At SJSU it will begin on August 10, 2009 and end on June 30, 2010.
- 2. Are part-time employees subject to furloughs?**
Yes. Furloughs are proportional to the number of hours an employee normally works.
- 3. Can an employee use vacation credits on a furlough day?**
No. Employees may not substitute vacation days, sick leave or compensatory time off (CTO), or any other paid leave on furlough days.
- 4. Can an employee postpone taking furlough days in order to postpone the paycheck reduction?**
No. The pay reduction will be spread evenly across your paycheck for the fiscal 2009-2010 year.
- 5. Will furloughs have any impact on health benefits?**
No. Eligibility for health benefits is based on time base and length of appointment and the time base does not change for employees subject to furlough.
- 6. Can an employee receive unemployment benefits during furloughs?**
The furloughs are structured so that employees will not be eligible to receive unemployment benefits.
- 7. Will there be training provided to discuss furloughs?**
Yes. HR will provide biweekly workshops to address furlough concerns.
- 8. What is considered a “furlough day?”**
A day on which an employee is normally scheduled to work, or is in pay status that is taken as an unpaid day off.
- 9. What is considered the “furlough period?”**
It refers to the week in which a furlough day occurs.
- 10. If a work schedule change is made, is the 21 day notification to the employee waived because of the furlough program?**
No. An employee must be provided with notification at least 21 days prior to the effective date of the work schedule change.
- 11. Does an alternate furlough day have to be taken in the same week?**
No. However, it must be taken in the pay period.
- 12. Can an alternate furlough day be rescheduled the day before or after another furlough day?**
No. Furlough days cannot be scheduled two days in a row.
- 13. I have multiple concurrent positions that exceed 1.0 FTE. Which position will be furloughed?**
Positions exceeding 1.0 FTE will only be furloughed up to 1.0. For example, you work 1.0 as staff and 0.25 as faculty, your appointment as staff will be furloughed because it is 1.0 FTE. Another example, if you are working 0.50 in one department and 0.75 in another, you will only be furloughed up to 1.0.
- 14. Can department management request that an employee observe an alternate furlough day?**

Yes. In the event that operational needs do not allow all employees to observe the furlough day on the designated day an alternate day will be selected.

15. Can an employee refuse to observe an alternate furlough day?

No. In the event that operational needs do not allow all employees to observe the furlough day on the designated day an alternate day will be selected.

16. How is an alternate furlough day requested?

A completed Employee Alternate Furlough Day Request Form is provided to department management for consideration of operational needs. Form link:

http://www.sjsu.edu/hr/docs/personnel/forms/furlough_day_request_form.pdf

17. How is a furlough day observed when on an approved Telecommuting plan?

Employees shall not be permitted to perform any work on the day that the furlough is being observed.

18. How do employees on an alternate work schedule observe a furlough day?

During the week of the furlough the alternate work schedule must revert to a 5/8 work schedule. The Notice of Alternate and Furlough Workweek Schedules form should be utilized. Form link:

http://www.sjsu.edu/hr/docs/payroll/forms/payroll_forms_notice_of_alternate_work_schedule.pdf

19. Can employees who are otherwise Fair Labor Standards Act (FLSA) exempt, except during furlough weeks when they become non-exempt, charge leave in less than full day increments?

Yes. PeopleSoft allows sick or vacation to be inputted in less than full day increments.

20. Do I report my furlough day in Absence Management?

Yes. The Absence Management (AM) module has been updated to include the new furlough absence reporting code, "Furlough Day Take". Please keep in mind that observing a furlough day during a pay period eliminates the need to select NO Time Taken in AM.

21. Will exempt employees be furloughed?

Yes. Exempt employees who are furloughed lose their FLSA exemption during the week a furlough is taken and become non-exempt employees in conformance with FLSA non-exempt regulations. It is intended that during the furlough week, employees work no more than 32 hours and overtime will be at management's discretion and must be pre-approved.

22. Are employees hired after August 1, 2009 subject to furloughs?

Yes. All new hires employed in the furloughed employee groups are subject to furloughs.

23. Does anyone retain their FLSA exempt status during furloughs?

Yes. There are a few employees who will retain their FLSA exempt status during furloughs: Lawyers, Physicians, and Faculty.

24. Is the Employee Fee Waiver Program affected by the furlough program?

No. The Employee Fee Waiver Program is not affected.

25. What if a scheduled vacation falls on a furlough day?

The day will be designated as a furlough day in lieu of vacation. Employees may not substitute vacation for furlough days.

26. I am on the HCRA, DCRA, and/or Flexcash flexible spending plans; will those be impacted by the furloughs?

HCRA is not impacted. **DCRA** may be impacted due to a reduction of hours and significant change in dependent care expenses. **Flexcash** is not impacted as it is based on benefits eligibility criteria.

27. How much pay will be deducted from my pay check each month during furloughs?

10.07% is the monthly pay reduction over the 11-month furlough period. Deductions will be taken automatically by the State Controller's Office. You may estimate your net pay by downloading the State Controller's Paycheck Calculator. Instructions and the link are available at: http://www.sco.ca.gov/ppsd_se_paycheck_calc.html

28. Are students subject to furloughs?

No. Students are not subject to furloughs. Classes will be held unless instructors indicate otherwise.

29. May student assistants work hours be increased to make up for employees observing furlough days?

No. The number of student assistant hours in a department should not be increased for the purpose of performing bargaining unit work.

30. Will the furlough affect my sick and vacation accruals?

No. Sick and vacation accruals will not be affected. Employees will continue to accrue sick and vacation at their normal rate.

31. Who is exempted from Furloughs?

- Employees who perform the work of public safety positions (such as dispatchers, and community service employees).
- Employees who are on a leave of absence without pay or on military leave.

32. There are four (4) furlough days in December. Does that mean my December paycheck will be reduced more than other pay periods during the furlough period?

No. Each employee's pay reduction is spread evenly over the eleven (11) month period of the furlough program.

33. How is an alternate furlough day requested?

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