

VOLUNTARY FURLOUGH PROGRAM

Policy Number: H.05.01

SCOPE

Benefit eligible employees, whether Full or Part time.

PURPOSE

Provide eligible employees with the opportunity to take unpaid leave time while maintaining seniority and benefits.

POLICY/PROCEDURE

Each eligible employee can take up to 30 calendar days as voluntary furlough per fiscal year, which starts on July 1, and ends on June 30.

Furlough is leave without pay. Paychecks will be reduced by the furlough amount as the furlough is taken.

Furlough may not be used for sick leave, leave without pay due to disability or to seek or engage in alternate employment.

Voluntary furlough leave without pay will not impact benefits. Employees taking voluntary furlough leaves will receive the same benefits as otherwise available to them except for compensation.

If a holiday falls during a voluntary furlough leave, the employee will receive holiday pay. Voluntary furlough leave requests can include shorter work days, intermittent days off, or single or consecutive days off.

Exclusions may apply for employees in grant funded positions or for reasons of institutional or programmatic need. Voluntary furlough requests can be disapproved if the furlough leave would result in an increase in overtime or the need to backfill the requesting employee's position.

Applicants must submit a Voluntary Furlough Request form, a copy of which is located on the Human Resources section of the University of St. Thomas website, at least two (2) weeks prior to the start of the furlough. Requests must be approved by the requesting employee's supervisor and departmental Vice President. The completed and signed form should then be forwarded to the Human Resource Office for final review.

APPROVED: Dr. Robert Ivany

Date of Original Formation: 6/14/2011

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Effective Date: