

STOCKTON UNIVERSITY



PROCEDURE

Voluntary Furlough Program

Procedure Administrator: Associate VP for Human Resources

Authority: N.J.A.C. 4A:6-1.23

Effective Date: January 25, 1996; January 26, 1996; May 30, 2009; August 10, 2010; December 29, 2018

Index Cross-References: Procedure 6149: Leaves of Absence – Unpaid

Procedure File Number: 6128

Approved By: Harvey Kesselman, President

The following describes the University's Voluntary Furlough Program, and the process for eligible employees to participate in the Program.

The Voluntary Furlough Program, hereafter referred to as Furlough Program, is authorized and governed by N.J.A.C. 4A:6-1.23

The Voluntary Furlough Program is intended to reduce salary costs and thereby lessen the need for reductions in the workforce by allowing employees in the career or unclassified services to take up to thirty (30) days off from work without pay in a calendar year without adversely affecting employee benefits. Furloughs are subject to the approval of the employer.

Additionally, the Furlough Program is not designed to be utilized in place of sick or disability leave. The Furlough Program is designed to accommodate personal leave needs without pay. State employees are prohibited to seek alternate employment during furlough days, while retaining State-paid benefits.

Eligibility

With the approval of the University, all full and part-time employees are eligible to participate in the Furlough Program. Employees in their working test period shall have their working test period extended by any furlough days utilized during that four/six-month time period.

Application Procedure

General Conditions - The Furlough Program is administered by the Associate VP for Human Resources subject to monitoring, audit, and appropriate rules issued by the New Jersey Civil Service Commission. Participation in the Furlough Program is on a voluntary basis and is limited to 30 work days or equivalent number of work hours in a calendar year without interruption of benefits. This leave may be extended an additional 60 days for child care and/or educational reasons. Such extensions must be requested in blocks of 10 full-day increments but need not be used consecutively. Employees will continue to earn sick and vacation leave credits during approved extensions beyond the 30-day furlough, up to the maximum of 90 days. Thereafter, Leave without Pay or Family Leave Act regulations apply.

It is expected that approvals for this leave would be granted unless it is determined by the Associate VP for Human Resources that the leave required would be detrimental to public safety or welfare or result in additional overtime, temporary help costs, loss of anticipated revenue or would be utilized in place of sick or disability leave, since these factors would be contrary to the intent of the Furlough Program.

Furlough Options - The following options for participants in the Furlough Program are available:

Option 1: Reduced Hours Worked Per Day

One to four-hour reduction per workday is possible provided that reduction in hours worked occurs at the start of or end of a work shift;

Option 2: Reduced Days Worked Per Pay Period

Single day or multiple furlough days are possible under this option. For example, furlough could occur each Tuesday of the bi-weekly pay period (i.e., two days per pay period) or on specified calendar dates.

Option 3: Reduced Weeks Worked Per Year

A full workweek furlough is possible under this option. Weeks furloughed could be consecutive (e.g., December) or on a monthly basis (e.g., third weeks of each month) or as otherwise requested (e.g., first week of January, third week of March, etc.).

Application Form - Eligible employees who wish to participate in the Furlough Program must submit a request to their unit Manager on the University's Request for Voluntary Furlough Program Form, which is available from the Office of Human Resources or on the Human Resource website.

Furlough Submission/Approval Process

All applications must be submitted to an employee's unit Manager at least ten working days prior to the effective request date.

Unit Managers shall review applications for participation in the Program pursuant to the General Conditions set forth above and make a recommendation to their Divisional Vice President (or equivalent manager).

The Divisional Vice President (or equivalent manager) shall review the recommendation and make appropriate recommendations to the Associate VP for Human Resources who will finalize approval of the request and notify the affected employee.

Once approved for participation in the Program, an employee may not revise their request unless the employee provides written notice to the Office of Human Resources at least ten working days in advance of the requested revision.

Review History:

	Date
Associate VP for Human Resources	12/04/2018
General Counsel	12/19/2018
Cabinet	12/19/2018
President	12/29/2018