

FY21 Budget Reduction Plan Options for Personnel*

Furlough

A furlough is a scheduled period of unpaid time away from work. Furloughs do not **result in a layoff, do not reduce sick or vacation accrual, do not impact holiday pay, do not effective seniority, and do not change anniversary date, periodic increment date or unbroken service dates.**

Furloughs are allowable for Classified Staff and AP employees provided:

- Furloughs must be for a full work-week.
- Furloughed employees **cannot perform any work** during their furlough week.
- Furloughed employees cannot volunteer to perform unpaid work during their furlough week.
- Furloughs may not exceed a total of 30 calendar days in a calendar year.
- ***No furloughs are allowed between December 1, 2020 and February 28, 2021.***
 - Furloughs occurring July 1, 2020 – November 30, 2020 will be processed in existing Payroll/HR systems.
 - Furloughs occurring March 1, 2021 – June 30, 2021 will be processed in Workday.
- Furlough leave without pay must be processed in accordance with the [Payroll Document Schedule](#). **No retroactive furlough LWOP is allowed.**

Full Time Equivalency (FTE) and/or Term Reduction

Reduction in FTE (e.g. 1 FTE to .75 FTE) or Term Reduction (e.g. 12 month to 9 month)

For classified staff, these actions initiate the layoff process and may result in bumping. The actions will also cause reduction in leave accruals and may impact holiday pay.

Elimination of Position (Layoff, Discontinuation, Non-Renewal)

For classified staff, these actions result in a layoff and may result in bumping. AP and Faculty whose position is eliminated may have reversion rights to return to classified service.

Allowable provided:

- Employment actions must have effective (start) date between July 1, 2020 and November 30, 2020. These actions will be processed following normal policies

*All employee actions must be in accordance with the rules, processes and notice requirements for the employee type, refer to attached guide.

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and procedures including employee notification requirements. Actions must follow the [Payroll Document Schedule](#). The last day to process a transaction for this time period is December 11, 2020.

- No new budget reduction actions may be initiated between December 1, 2020 and January 31, 2021. Transactions may cross over this time period as long as further action is not needed until February 1, 2021 or later (ex: temporary FTE reduction effective September 1, 2020 – February 28, 2021).
- Beginning February 1, 2021, areas may initiate budget reduction employment actions. **Retroactivity between December 1, 2020 and January 31, 2021 is not allowed.**

*All employee actions must be in accordance with the rules, processes and notice requirements for the employee type, refer to attached guide.