MEMORANDUM

TO: Faculty, Instructional Academic Staff, Attorneys and Physicians (Group 1)

FROM: Mark Walters, Director, Classified Human Resources
       Steve Lund, Director, Academic Personnel Office

RE: Important Furlough Information

Due to the severe economic downturn, the Governor has ordered state employees to take 8 days (pro-rated for part-time and part-year employees) of unpaid furlough per year for the next two fiscal years: 2009-10 and 2010-11.

The University of Wisconsin System Administration received approval from the state Office of State Employment Relations (OSER) on July 3, 2009 to implement the UW furlough plan. The plan is available at www.budget.wisc.edu.

We are writing to inform you how the mandated furlough policy will apply to you.

Based on the position you are in, you will satisfy the furlough requirement by having each paycheck in the next two fiscal years be reduced by 3.065%.

In exchange for the reduced salary, you will receive 8 furlough days per fiscal year if you hold a 12-month appointment or 6 furlough days per fiscal year if you have a 9-month appointment (both prorated for part-time employees). You will be required to use 4 of these furlough days each year on specific days when the campus will be closed for all but essential services (exceptions will be made for critical services such as patient care, animal care, police, power plant, and housing staff). After consulting with governance bodies and labor unions, it has been decided the designated furlough days will be as follows:

<table>
<thead>
<tr>
<th>2009-10</th>
<th>2010 -11</th>
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<tbody>
<tr>
<td>November 27, 2009 (Friday)</td>
<td>November 26, 2010 (Friday)</td>
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<tr>
<td>December 30, 2009 (Wednesday)</td>
<td>December 30, 2010 (Thursday)</td>
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<tr>
<td>April 2, 2010 (Friday)</td>
<td>March 18, 2011 (Friday)</td>
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<tr>
<td>May 21, 2010 (Friday)</td>
<td>May 20, 2011 (Friday)</td>
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- 8 furlough days per fiscal year
- 6 furlough days per fiscal year (prorated for part-time employees)
- 4 designated furlough days each year
- Specific days when the campus will be closed
- Exceptions for critical services
- Consultation with governance bodies and labor unions
The other remaining days can be scheduled based on your preference and the operational needs of your department.

The following is some basic information about the furloughs for your specific position.

- Your first paycheck with the 3.065% reduction will be on August 1, 2009 for those on 12-month appointments. For those on 9-month appointments, it will be October 1, 2009 unless you receive an earlier payment for summer employment.

- Your paycheck will not vary based on when you use your furlough time off.

- If you are on a 12-month appointment, you can use furlough days starting July 1, 2009. If you are on a nine-month appointment, you can use furlough days during summer employment (but no sooner than July 1) or during the academic year.

- Furloughs cannot be taken, however, on days that you have direct instructional responsibilities such as classroom teaching, labs, recitation/discussion sessions and examinations.

- Furloughs can be taken in increments of 4 hours or greater (prorated for part-time employees). A maximum of 8 hours of furlough time can be used in any one week.

- Furlough days must be used in the same fiscal year as earned; they cannot be carried over into the next fiscal year. Due to this constraint, taking furlough time first, before vacation if you are on a 12-month appointment, will maximize your flexibility.

- Furlough days can be used to substitute for use of sick leave, approved vacation or other paid leave time or unpaid medical leave.

- Furlough days must be reported on your regular monthly (yellow or ivory) leave report.

- Paychecks for summer service will be reduced 3.065% and you will be credited with up to two furlough days (based on how much time worked) to be taken during non-instruction days during the summer or during the following academic year.

If you have more detailed questions about the furlough program and how it affects you, go to the following website: www.budget.wisc.edu. If you still have questions, contact your department administrator or your division HR representative.
It is unfortunate that the state needs to implement furloughs. While we realize that this will be a difficult process, we urge everyone to approach this with the goal of complying with the requirements.

Thank you.

xc: Chancellor Biddy Martin
Interim Provost Julie Underwood
Vice Chancellor Darrell Bazzell
Deans and Directors
Human Resource Representatives