August 5, 2009

MEMORANDUM

TO: WLEA-Represented (hourly) Classified Staff (Group 11)

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 be reduced by 3.463% in the first year (2009-10) and 3.065% in the second (2010-11). The slight difference in percentage is due to the UW’s furlough plan being implemented after the beginning of the fiscal year in July of 2009.

In exchange for the reduced salary, you will receive 8 furlough days (prorated for part-time employees) per fiscal year. You will be required to use these on 4 designated days during the year when the University will close for all but essential services (exceptions will be made for critical services such as patient care, animal care, police, power plant, and housing staff) and on 4 other days that are acceptable to your unit. After consulting with governance bodies and labor unions, it has been decided the designated furlough days will be as follows:

**2009-10**
- November 27, 2009 (Friday) Day after Thanksgiving
- December 30, 2009 (Wednesday) Day before New Year’s Eve
- April 2, 2010 (Friday) Last day of Spring Break
- May 21, 2010 (Friday) Last day of the Academic Year

**2010-11**
- November 26, 2010 (Friday) Day after Thanksgiving
- December 30, 2010 (Thursday) Day before New Year’s Eve
- March 18, 2011 (Friday) Last day of Spring Break
- May 20, 2011 (Friday) Last day of the Academic Year
The other 4 days can be scheduled like vacation/personal holiday based on your preference and the operational needs of your work unit.

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

- Your first paycheck with the 3.463% reduction will be on August 27, 2009.
- Employees can use furlough time between August 2, 2009 and June 19, 2010 (first fiscal year) and between June 20, 2010 and June 18, 2011 (second fiscal year).
- Your paycheck will not vary based on when you use your furlough time off.
- Furloughs can be taken in increments of 2 hours or greater up to a maximum number of hours based on your classification (see below). These hours are prorated for part time employees.
  - Police Detective – Up to 12 furlough hours in a week
  - Police Officer – Up to 10 furlough hours in a week
  - Police Communications Operator – Up to 8 furlough hours in a week
- You will use the same process currently used for scheduling vacation and personal holidays to schedule these furlough days. Your supervisor will give you more specific details on how to schedule furlough time.
- 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, will maximize your flexibility.
- You cannot do any work when you are using furlough time including telephone calls, e-mails and texts. All such work is prohibited because it negates the furlough. Violation of this prohibition could result in disciplinary action.
- Furlough days can be used to substitute for use of sick leave, approved vacation or other paid leave time or unpaid medical leave.
- Addition of furlough hours will not result in generating overtime the week furlough hours are used (e.g., an employee works 35 hours and uses 8 furlough hours during the week, he/she would be paid straight time for 43 hours).
- Furlough days must be reported on your regular timesheet.

If you have more detailed questions about the furlough program and how it affects you, go to the following website: [www.budget.wisc.edu](http://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.

cc: Chancellor Biddy Martin
    Provost Paul DeLuca
    Vice Chancellor Darrell Bazzell
    Deans and Directors
    Human Resource Representatives