July 13, 2009

MEMORANDUM

TO: Represented Exempt (salaried) and Non-Exempt (hourly) Classified Staff Not Represented by WSEU (Group 5)

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 for most employee groups on campus.

Unfortunately you are in a position where details of the furlough implementation are still being worked out between OSER and your particular bargaining representatives. We subsequently can’t implement your furlough options until OSER provides us with all the details for implementation.

Your normal leave processes or hours should not be altered until you receive the furlough details for your specific employee group.

We realize this delay will shorten the window you have to take the required furlough time. Thus, when a final process is determined for your employment group, we will quickly expedite formalizing the process and send you another correspondence explaining the next steps. These decisions should be made in the next few weeks.

If you would like more information on the furloughs, please visit: www.budget.wisc.edu

If you have other questions, please contact your HR representative within your division.

Thank you.

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