July 13, 2009

MEMORANDUM

TO: Unclassified Staff Paid on Lump Sum Basis (Mailing Group 7)

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) to implement the UW furlough plan on July 3, 2009. The plan is available at http://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 you receive in the next two fiscal years reduced by 3.065%. Because of the nature of your appointment, however, you will not need to take any furlough days.

If you have more detailed questions about the furlough program and how it affects you, go to the following website: http://budget.wisc.edu/. If you still have questions, contact your department administrator or your division HR.

Thank you.

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