# UWRF Workforce Wide Furlough Guidelines

<table>
<thead>
<tr>
<th>Subject:</th>
<th>Workforce-wide Furlough for FY21</th>
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<tbody>
<tr>
<td>Source:</td>
<td>Human Resources</td>
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<tr>
<td>Original Date of Issue:</td>
<td>June 9, 2020</td>
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<tr>
<td>Date of Last Revision:</td>
<td></td>
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<td>Guideline #:</td>
<td>42</td>
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<td>Purpose:</td>
<td>To identify guidelines for the FY21 workforce-wide intermittent furlough assignment for UWRF employees.</td>
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| Process:         | The UWRF Chancellor determined that workforce-wide furlough is necessary due to financial circumstances as announced in an all employee email on May 14, 2020. The Chancellor designated a workforce-wide furlough for FY21 of one day per month for each month an employee is on contract. Any employee making less than $50,000 will be assigned half the number of furlough days. The following appointments are excluded from the workforce-wide furlough:  
- Student hourly employees;  
- University Staff Temporary positions;  
- As of 5/18/20, employees with earnings under $50,000 that are also under 50% FTE. This analysis will be based on all positions held (except US Temporary & positions below .20 FTE);  
- Employees earning under $25,000;  
- Employees agreeing to a voluntary salary reduction at or above 5% for FY21 in lieu of furlough;  
- H1B or E-3 work authorization;  
- Lump sum and overload payments;  
- Chancellor granted exceptions.  
Proration of days assigned:  
- New hires/rehires will be assigned workforce wide furlough days effective the start of the first payroll period of the month upon hire as indicated in the offer letter/contract for any full months remaining in FY21.  
- If assigned a Consecutive or TWR Furlough in FY21 for a workday in a payroll period during the month(s), no workforce-wide intermittent furlough will be assigned during that month(s). The percent smoothing will be restarted effective the start of the payroll cycle of the following month.  
- If on an approved consecutive unpaid leave of absence in HRS during a month(s), a furlough may be assigned during that month(s), depending on the length of unpaid leave. If on a paid leave, a furlough will be assigned during this period. |
• For resignations/retirements, the last furlough month assigned may be prorated based on last day worked, not based on extended termination date if utilizing paid time off. Furlough days assigned for each month while active must be served prior to last day worked. If additional furlough days were served in advance, paid time off may be used or pay will be adjusted accordingly for these unpaid days.

Furlough assignments and payroll smoothing process:

• Number of days assigned will be determined using base salary adjusted by FTE in HRS as of 5/18/20 for all included positions combined and months on contract.
• Number of days assigned will not be impacted by salary changes in FY21, however hours assigned are prorated based changes in FTE.
• Hours assigned for full or half days is prorated based on FTE.
• The smoothing process means payroll base earnings will be reduced across all pay periods to spread out the reduction over the time period (typically 9 or 12 months) and pay will not fluctuate when a furlough day is taken.
• Timesheet entry is required for the week the furlough day is taken, unless the employee has a FLSA teacher exemption. Employees with this exemption, will enter an absence for tracking, but is not required to complete a timesheet.
• For any month assigned a furlough day or half day, the pay smoothing will start on the first biweekly period of the month or for employees paid on a monthly basis, the first day of the pay cycle.
• Interim appointments are subject to workforce-wide furlough.
• Faculty on sabbatical will be subject to percentage furlough deducted from monthly wages.

Effective dates & percent smoothing compensation reduction:

12 Furlough Days: Percent Reduction = 4.6%
University Staff effective dates 6/21/2020 to 6/19/2021 (7A-2020 to 6B-2021)
Faculty, Academic Staff, Limited Appointees (FAASLI) Annual Pay Basis – effective dates 7/1/2020 to 6/30/2021

9 Furlough Days: Percent Reduction = 4.6%
FAASLI Academic Pay Basis – effective dates 8/24/2020 to 5/23/2021

6 Furlough Days: Percent Reduction = 2.3%
University Staff effective dates 6/21/2020 to 6/19/2021 (7A-2020 to 6B-2021)
FAASLI Annual Pay Basis – effective dates 7/1/2020 to 6/30/2021
Annual Compensation below $50,000 but more than $25,000

4.5 Furlough Days: Percent Reduction = 2.3%
FAASLI Academic Pay Basis – effective dates 8/24/2020 to 5/23/2021
Annual Compensation below $50,000 but more than $25,000

CROSS REFERENCE: UW System Administrative Policy 1200- Interim 04
<table>
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<tr>
<th>MAINTAINED BY:</th>
<th>Human Resources</th>
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<tr>
<td>URL:</td>
<td><a href="https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/interim-furlough/">https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/interim-furlough/</a></td>
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<td>UW-Shared Services COVID-19 Resources</td>
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