

**Implementation of Cost Reductions and Furloughs
Frequently Asked Questions from Informational Meetings
October 2011**

1. What happens to the furlough accrual balance when employees separate from University service?

If an employee's pay has been docked for more furlough time than taken, the employee will receive a payout on their final paycheck for the difference. Likewise, if an employee has taken more furlough leave than for which their pay has been docked, the difference will be subtracted from their final paycheck. However, it is expected the employee's supervisor would schedule the employee off on furlough prior to the employees last day worked.

2. Does funding source affect the requirement to take furlough leave?

The collective bargaining agreement applies to all classified employees regardless of the funding source of their position. Therefore, all classified employees are required to take furlough days.

3. Why is the "Employee Leave Request" form necessary if the furlough day is reflected on the timesheet?

The Office of Human Resources encourages the use of the "Employee Request for Leave" form to track requests for and approvals of furlough days. However, if the work unit does not otherwise utilize this form, they are not required to do so for the furlough days.

4. Will the timesheets be modified to include a line for furlough leave?

Employee timesheets are Excel spreadsheets and may be modified to include a line item for furloughs. This will not be done centrally.

5. Can furlough days be used for FMLA absences?

Furlough day absences will not count against the employee FMLA entitlement. The absence should not be recorded on the FMLA attendance form as an FMLA absence.

6. How is the furlough program implemented for employees already on FMLA?

When employees who are on FMLA for a continuous block of time return to work they will be afforded the opportunity to utilize their furlough days.

7. How are furlough days managed for essential, mandatory response employees.

All classified employees are required to take furlough leave. Departments will need to utilize staff to cover the leave.

8. How are furlough days managed for on-call employees?

Employees in salaried positions will have their pay docked automatically unless they request to opt out of the default method of deductions. Employees paid on an hourly basis will not be eligible for the default method of deductions. Furlough days should be scheduled around the on-call shifts. All unpaid leave hours taken for furlough will be reflected in the actual pay period.

9. Will there be a *Data Warehouse* or *Banner* report that departments can use to track employee furlough days?

Time entry staff have access to leave reports and the detailed balance will show on the reports. If you have a need for additional information, contact Jennifer.Short@oregonstate.edu for additional information.

10. Can furlough days be used during routine closures, i.e., Winter and Spring breaks?

Yes, with supervisory approval.

11. Can employees use furlough days to cover unplanned/unscheduled absences?

Furlough days are intended to be pre-planned and pre-approved. However, supervisors have the authority to approve the use of furlough days at their discretion.

12. Can all the furlough days for the biennium be used in one fiscal year?

With supervisory approval, employees can take the furlough days required at any time during the biennium.

13. How will furlough days be applied to newly hired employees?

The number of furlough leave days the newly hired employee is required to take for the biennium will be prorated based on the number of months remaining in the biennium.

14. How are furlough days calculated for less than 12 month employees?

Prorated days for number of months worked.

15. Will employees have additional opportunities to opt out of the default election?

The default method is to have your pay reduced evenly over the biennium. Salaried employees can choose to opt out of the default method and have furlough hours deducted from their monthly salary at the time unpaid leave is taken. Completed opt out form must be received by 5pm, November 4, 2011.

Send to Office of Human Resources, 122 Kerr Administration Building, Attention: Jennifer Short. Hourly employees are exempt from the default method.

16. Can staff work overtime to make up for furlough day absences?

No. Working overtime would defeat the cost savings purposes of the mandatory furlough days.

17. Will OSU be closing during the holiday?

No. OSU has not made plans to close during the holidays. If a department or college wants to close, permission from Mark McCambridge, Vice President for Finance and Administration, or his designee; is required.

19. Is holiday pay affected by furlough day status?

Furlough days count as time worked when determining eligibility for holiday pay. Therefore, employees utilizing a furlough day either the day before or the day after a holiday will be eligible for holiday pay as if the employee had worked or otherwise been in paid status.