

Guidelines/FAQs for Furloughs

15 Hours of Furlough Revised 11/21/16

1. Who is eligible for furloughs?

Exempt (EX) and Partially Exempt employees (PX), and CEA, GGU, LTC, and SU permanent/probationary employees are eligible for furloughs.

2. When can employees begin furloughs?

For EX and PX employees, and CEA and LTC members, furloughs were effective July 1, 2016, with supervisory approval.

For SU and GGU members, furloughs were effective October 19, 2016, with supervisory approval.

3. How many furlough hours must employees use?

15 furlough hours must be taken per fiscal year.

4. Do the 15 hours have to be taken in a calendar year or fiscal year?

Furloughs must be taken in a fiscal year meaning you must take 15 hours between July 1 and June 30. The exception to this is employees who are hired between January 1 and June 30 of a fiscal year must only take 7.5 hours that fiscal year.

5. If an employee plans to separate from State service prior to the end of the fiscal year are they still required to take 15 hours of furlough?

Yes. The only exception to being required to fulfill the full 15 hours is noted in #4 above.

6. Can an employee take furlough hours on the day before a holiday or on the first of the month?

Yes.

7. What impact will furloughs have on leave and other benefits?

The furlough hours will have no effect on the probationary period, leave accrual, health insurance and holiday pay.

8. Will a furlough affect a merit anniversary date?

No.

9. Will my furlough hours count towards an overtime threshold?

No, they are not considered time worked for the purpose of calculating overtime.

10. Will my furlough hours count towards my mandatory leave usage?

No.

11. Do employees have to take an entire block of 7.5 hours of furlough or can they take them in smaller blocks of time?

Employees do not have to take a full 7.5 hours of furlough in one block. Employees will need to work with their supervisor to schedule the hours.

12. Can a supervisor direct an employee to take the furloughs on a certain days?

Employees and supervisors need to work together to determine the best time for furloughs with taking into account the needs of the job as well as those of the employee. However, a supervisor may direct an employee to take up to a one day furlough per pay period but must provide two weeks' notice.

13. How do employees account for a furlough for payroll?

Employees should fill out a leave slip and check the "other" box and clearly indicate they are using furlough hours in the notes section. Please see the attached Leave Slip as an example.

14. Can employees cash in leave to compensate for lost wages?

Yes.

15. Can a supervisor ask an employee to work (check emails, etc.) when they are on furlough?

No. They are not being paid. They cannot be expected to perform work duties.

16. Can an employee be required to be on standby for a day on which they are taking a full shift of furlough hours?

Normally, scheduling employees on standby should be avoided on furlough days, the same as regular days off or other leave.

17. Must employees still take 15 furlough hours if they work a reduced workweek?

Employees working a reduced workweek of less than 37.5 hours shall have their furlough requirement prorated based upon the number of hours the employee is regularly scheduled to work.

18. Must employees take furlough hours if they are part time? What about if they are seasonal?

Employees in seasonal positions of less than 12 months and part time employees working less than 30 hours per week are not required to take furloughs.

19. If a union employee, other than GGU, CEA, LTC, or SU members (see #1), volunteers to take furlough hours, can the supervisor let them?

No. This would violate the Collective Bargaining Agreement.

20. Can an employee volunteer to take a furlough on someone else's behalf?

No.

21. Can LWOP count toward my furlough requirement?

Yes, with the prior approval of your supervisor (cannot be retroactively applied).

22. If I have already submitted a leave slip for furlough and go in to LWOP later in the fiscal year, can I take my furlough back and substitute the LWOP time?

No, once a furlough has been taken, no changes can be made.

23. Can LWOP under FMLA count toward my furlough requirement?

Yes. Employees need to designate the furlough on their leave slip.

24. If I have satisfied my furlough hours for the fiscal year and transfer to a new job in a different department, will I need to take another 15 hours of furlough? No.

If I have satisfied my furlough hours for the fiscal year and separate from State service and return before the end of the fiscal year, will I need to take another 15 hours of furlough? No.

24. Who should an employee call with questions?

The Division of Personnel is available to help with any issues/questions employees have. Call 465-3009 or email EmployeeCallCenter@alaska.gov with questions. We will update this FAQ with any questions we have missed.

Personal or Annual Leave In Lieu of Furlough

1. Can an employee submit personal leave in lieu of a furlough?

Effective October 19, 2016, CEA, GGU, LTC, and SU members and PX and EX employees within five years of retirement may return 22.5 hours of personal or annual leave per fiscal year (July 1-June 30) to the State in lieu of taking a furlough. You must be within five years of retirement on July 1 of each year.

If you are an employee covered under Tier IV of PERS, you must have 10 years of service and be 60 years of age as of July 1 of each year.

2. What if I am a Partially Exempt or Exempt employee, is this option available to me?

Yes.

3. How do I elect to forfeit 22.5 hours of leave in lieu of taking 15.0 furlough hours?

You will need to complete a leave slip indicating you are submitting leave in lieu of furlough. Please see the attached Leave Slip as an example.

4. Can I submit the leave in smaller segments or must it be done in an entire block?

You must submit the full 22.5 hours (see #6 below, or #7 if you are CEA or LTC and have already taken furlough).

5. If I am working a reduced workweek will my personal leave in lieu of furlough be prorated?

No, employees utilizing this option must submit the full 22.5 hours of personal leave.

- 6. If I do not have 22.5 hours of leave in my leave bank can I utilize this option?**
No. As the time must be submitted in a block, an employee must have 22.5 hours of personal leave accrued in order to use this option.
- 7. If I am a CEA or LTC member who already took one of my furlough days, can I get that day back?**
No, as this option is only available October 19, 2016 forward. However, you are able to submit 11.25 hours of personal leave in lieu of the second furlough day for this fiscal year. If you have already taken two furlough days, this option is available to you next fiscal year.
- 8. Do I have to actually retire within five years or just be eligible to retire?**
You need to be eligible to retire based on age or years of service.
- 9. Who will determine if I am eligible to retire in five years?**
Your Human Resource Manager within your agency will determine eligibility.
- 10. Does my supervisor need to sign the leave slip?**
Yes.
- 11. Who should I give my leave slip to?**
Your supervisor, who will then submit the leave slip to the Human Resources Manager for verification. If you are eligible to retire based on age or years of service, the Human Resources Manager will sign off and provide a copy to Payroll for processing.
- 12. Does this also apply to employees accruing Annual Leave?**
Yes.
- 13. Can an employee volunteer to assist another employee by turning in additional personal leave?**
No, employees must satisfy their own furlough requirements.
- 14. Will my 22.5 hours count towards my mandatory leave usage?**
No.
- 15. Who should an employee call with questions?**
The Division of Personnel is available to help with any issues/questions employees have. Call 465-3009 or email EmployeeCallCenter@alaska.gov with questions. We will update this FAQ with any questions we have missed.

Sample Leave Slip for Partial Day Furlough

STATE OF ALASKA			LEAVE REQUEST/REPORT		
EMPLOYEE'S NAME (PRINT - LAST - FIRST - MIDDLE INITIAL)			BU	DEPT NO	EMPLOYEE I.D. NUMBER
Doe, John A			GP	11	123456
DATE LEAVE BEGINS	DATE LEAVE ENDS	Total Hrs.	Supervisor Approval		
7 5 2:30 ^{AM} <u>PM</u>	7 5 4:30 ^{AM} <u>PM</u>	2	<i>JD</i>		
LEAVE TYPE - CHECK ONLY ONE					
<input type="checkbox"/> ANN/PERS	<input type="checkbox"/> MILITARY	<input type="checkbox"/> AUTH LWOP	<input type="checkbox"/> LV CASH-IN	BUS LV USED _____	
<input type="checkbox"/> SICK/PERS	<input type="checkbox"/> COURT	<input type="checkbox"/> DISC LWOP	<input checked="" type="checkbox"/> OTHER (Explain Below)	BUS LEAVE _____	
<input type="checkbox"/> FMLA/AFLA	<input type="checkbox"/> WKRS COMP	<input type="checkbox"/> UNAUTH LWOP	2 hrs Furlough	UNION APPVD _____	
This form must be submitted within 24 hours after return to duty.			LV DONATED TO _____		
EXPLANATION: _____			<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"><i>John Doe</i></div> <div style="width: 35%;">6/30/16</div> </div>		
NOTE: No leave with pay will be granted in excess of that accrued to employee's credit. Bargaining Unit restricts leave type availability.			<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <i>Jane Smith</i> EMPLOYING OFFICER </div> <div style="width: 35%;"> 06/30/2016 DATE </div> </div>		

Sample Leave Slip for Full Day Furlough

STATE OF ALASKA			LEAVE REQUEST/REPORT		
EMPLOYEE'S NAME (PRINT - LAST - FIRST - MIDDLE INITIAL)			BU	DEPT NO	EMPLOYEE I.D. NUMBER
Doe, John A			GP	11	123456
DATE LEAVE BEGINS	DATE LEAVE ENDS	Total Hrs.	Supervisor Approval		
7 5 8:00 ^{AM} <u>PM</u>	7 5 4:30 ^{AM} <u>PM</u>	7.5	<i>JD</i>		
LEAVE TYPE - CHECK ONLY ONE					
<input type="checkbox"/> ANN/PERS	<input type="checkbox"/> MILITARY	<input type="checkbox"/> AUTH LWOP	<input type="checkbox"/> LV CASH-IN	BUS LV USED _____	
<input type="checkbox"/> SICK/PERS	<input type="checkbox"/> COURT	<input type="checkbox"/> DISC LWOP	<input checked="" type="checkbox"/> OTHER (Explain Below)	BUS LEAVE _____	
<input type="checkbox"/> FMLA/AFLA	<input type="checkbox"/> WKRS COMP	<input type="checkbox"/> UNAUTH LWOP	7.5 hrs Furlough	UNION APPVD _____	
This form must be submitted within 24 hours after return to duty.			LV DONATED TO _____		
EXPLANATION: _____			<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"><i>John Doe</i></div> <div style="width: 35%;">6/30/16</div> </div>		
NOTE: No leave with pay will be granted in excess of that accrued to employee's credit. Bargaining Unit restricts leave type availability.			<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <i>Jane Smith</i> EMPLOYING OFFICER </div> <div style="width: 35%;"> 06/30/2016 DATE </div> </div>		

Sample Leave Slip Multi Day Furlough

STATE OF ALASKA				LEAVE REQUEST/REPORT			
EMPLOYEE'S NAME (PRINT - LAST - FIRST - MIDDLE INITIAL)				BU	DEPT NO	EMPLOYEE I.D. NUMBER	
Doe, John A				GP	11	123456	
DATE LEAVE BEGINS	AM	DATE LEAVE ENDS	AM	Total Hrs.		Supervisor Approval	
7	5	8:00	PM	7	8	4:30	PM
MONTH DAY HOUR		MONTH DAY HOUR		30		9A	
LEAVE TYPE - CHECK ONLY ONE							
<input checked="" type="checkbox"/>	ANN/PERS	<input type="checkbox"/>	MILITARY	<input type="checkbox"/>	AUTH LWOP	<input type="checkbox"/>	LV CASH-IN
<input type="checkbox"/>	SICK/PERS	<input type="checkbox"/>	COURT	<input type="checkbox"/>	DISC LWOP	<input checked="" type="checkbox"/>	OTHER (Explain Below)
<input type="checkbox"/>	FMLA/AFLA	<input type="checkbox"/>	WKRS COMP	<input type="checkbox"/>	UNAUTH LWOP	15 hrs Furlough	
This form must be submitted within 24 hours after return to duty.				LV DONATED TO		BUS LV USED	
EXPLANATION: _____				_____		BUS LEAVE	
_____				_____		UNION APPVD	
_____				_____		BUS LV LABOR	
_____				_____		REL APPRVD	
NOTE: No leave with pay will be granted in excess of that accrued to employee's credit. Bargaining Unit restricts leave type availability.				John Doe		6/30/16	
				EMPLOYEE SIGNATURE		DATE	
				Jane Smith		06/30/2016	
				APPROVING OFFICER		DATE	

Sample Leave Slip 22.5 Hours in Lieu of Furlough

STATE OF ALASKA				LEAVE REQUEST/REPORT			
EMPLOYEE'S NAME (PRINT - LAST - FIRST - MIDDLE INITIAL)				BU	DEPT NO	EMPLOYEE I.D. NUMBER	
Doe, John				KK	02	123457	
DATE LEAVE BEGINS	AM	DATE LEAVE ENDS	AM	Total Hrs.		Supervisor Approval	
				22.5		9A	
MONTH DAY HOUR		MONTH DAY HOUR		22.5		9A	
LEAVE TYPE - CHECK ONLY ONE							
<input checked="" type="checkbox"/>	ANN/PERS	<input type="checkbox"/>	MILITARY	<input type="checkbox"/>	AUTH LWOP	<input type="checkbox"/>	LV CASH-IN
<input type="checkbox"/>	SICK/PERS	<input type="checkbox"/>	COURT	<input type="checkbox"/>	DISC LWOP	<input checked="" type="checkbox"/>	OTHER (Explain Below)
<input type="checkbox"/>	FMLA/AFLA	<input type="checkbox"/>	WKRS COMP	<input type="checkbox"/>	UNAUTH LWOP	_____	
This form must be submitted within 24 hours after return to duty.				LV DONATED TO		BUS LV USED	
EXPLANATION: Forfeit 22.5 hours of leave in lieu of furlough				_____		BUS LEAVE	
_____				_____		UNION APPVD	
_____				_____		BUS LV LABOR	
_____				_____		REL APPRVD	
NOTE: No leave with pay will be granted in excess of that accrued to employee's credit. Bargaining Unit restricts leave type availability.				John Doe		10/19/16	
				EMPLOYEE SIGNATURE		DATE	
				Jane Smith		10/19/16	
				APPROVING OFFICER		DATE	