

University Housing Human Resources | COVID-19 Fact Sheet

Intermittent Furlough for Exempt Employees & Trades Employees

December 11, 2020

Please note: This information is gathered by University Housing Human Resources and provided solely as reference for University Housing employees. Guidance in here may not apply to other areas on campus. Additionally, this information is accurate as of December 11, 2020. Information surrounding COVID-19 is frequently changing. Please contact your supervisor or University Housing Human Resources if you have specific questions.

What is a furlough?

A furlough is a temporary, unpaid leave of absence that is involuntary and required by the employer. While on furlough, you will remain an employee of UW-Madison, your benefits coverage and your regular premiums will be deducted from your paychecks.

What is an intermittent furlough?

This type of furlough allows employees to take a certain amount of furlough days over a period of time, in hourly increments, up to a full 8 hour workday, rather than being taken as one continuous leave of absence.

- Due to a variety of state and federal laws, how an intermittent furlough will be experienced varies if you are salaried or hourly.

What are the effective dates of the intermittent furloughs?

- Round two of furloughs will be effective January 1, 2021 through June 30, 2021.
- As a reminder, round one was effective mid-May, 2020 through October 31, 2020. For employees with a furlough balance after October 31st, remaining furlough time must be used before December 31, 2020.
- Campus retains the ability to extend the furlough program.

How will my paychecks be affected by this?

- Your pay will be reduced during the pay period the furlough day(s) are taken by the amount of furlough taken.
 - For example, if you don't take any furlough days in the month of June, that paycheck will not change. However, if you take 1 day (8 hours) of furlough in the month of June, that paycheck will be reduced by 8 hours to reflect the 1 day of furlough taken.
- **For exempt University Staff and Trades Staff** who are paid biweekly, the cost of each furlough day can be calculated by multiplying the hourly rate of pay by the number of hours of furlough taken in that pay period.
 - Your hourly rate of pay can be found on your pay stub in MyUW. It is your annual salary divided by 2080.
 - For Trades employees, the annual salary is calculated by using the gross maximum rate instead of the current hourly rate. The pay rates can be found here: <https://www.ohr.wisc.edu/docs/CraftsWorkersTradesRates.pdf>
 - You may want to schedule your furlough days in "B" or "C" pay periods if you normally have health insurance or other higher insurance premiums deducted from your "A" paychecks.
 - A pay schedule can be found here: <https://go.wisc.edu/i70ij0>
- **For exempt Academic Staff who are paid monthly**, the approximate cost of a furlough day can be estimated by taking your annual salary, divided by 2080 hours. This gives you an hourly rate equivalent. Multiply that hourly rate by the number of furlough hours used to determine the approximate cost of a furlough day.
 - The exact cost of a furlough day may vary depending on the number of workdays in a month, however this is a simplified method to estimate a paycheck reduction.

How many furlough days am I required to take?

You will be required to take your furlough days between January 1st and June 30th. The number of furlough days is based on your annual salary, which includes any temporary base adjustments (but not lump sum payments), listed in the chart below.

<u>Total Salary</u>	<u>Number of Furlough Days</u>
Less than \$50,000	3
\$50,000 - \$80,000	4
\$80,001 - \$150,000	5
More than \$150,000	6

- The above furlough allocations equal 8 hours per day of leave without pay (e.g. 4 days of furlough equals 32 hours).
- If you normally work part-time, the amount of furlough days you will need to take is based on your FTE.
- If job changes occur between January 1st and June 30th, then the furlough obligation will be adjusted accordingly.
 - For example, if your pay increases, your furlough obligation will be adjusted if the change in salary puts you into a new category.

Furlough day specifics:

- Furlough days can be taken in hourly increments, up to a full 8 hour workday.
- Furlough days must be unpaid. This means that you may not use vacation, banked, sick or personal leave in place of a furlough day.
- If you are planning to use a furlough day, you must reduce the total hours you work for that week. You cannot work extra hours in the week to replace the unpaid furlough day. For a full-time employee, hours worked + furlough time + leave time needs to equal 40 in a week.
 - If you work extra during the week where you plan to use a furlough, you will need to use furlough at a different time, OR
 - Use less furlough time for the week.
- As a salaried employee, you **cannot** take more than 1 furlough day (8 hours) per week.
 - However, you can take a furlough day on a Friday and then on the following Monday.
- When you take a furlough day, you become non-exempt, or hourly, under the Fair Labor Standards Act for **that week**. This means you need to record all hours worked during the week in which you take a furlough day. This applies to Academic Staff as well.
 - More information on this can be found here: go.wisc.edu/zbao43. Please note that this video was recorded for round 1 furloughs but the Kronos instructions are still accurate.

Scheduling furlough days:

- Furlough days should be scheduled with your supervisor similar to vacation days, based on your preference and the operational needs of your work unit.
- You can use furlough days for any of your regularly-scheduled workdays, including Saturdays or Sundays if you are normally scheduled to work on weekends.
- You can use furlough days directly before and after a holiday but you cannot take more than 1 furlough day per week.
- You can combine leave time and furlough time to take a full day off.
- If your shift is longer than 8 hours, a maximum of 8 hours of furlough can be used. Leave time or work time can supplement the remaining shift.

FMLA leave impacts:

- If you have an approved FMLA in place, you are still required to take your furlough days between January 1st and June 30th.

- You may schedule furlough days sporadically throughout your FMLA leave. This would mean that instead of taking FMLA leave on that day, you would take the furlough day. Keep in mind that you cannot use paid leave time in place of a furlough day.

How will my benefits or time off be affected?

- You will continue to earn vacation, personal holiday, and sick leave at their normal rates during the furlough period.
- Since furlough days are unpaid, the pay checks on which you take furlough days will be less. This means the amount of money deducted for the WRS will also be smaller.
- Your benefits coverage will continue and your regular premiums will be deducted from your paychecks.
- You will remain enrolled in the Wisconsin Retirement System (WRS).

What happens if I don't take all of the furlough days required for my salary range?

- The total amount of money will still be taken at the end of the furlough period, even if you do not take all of the furlough days.
- If you don't take the furlough days, that time is lost and you will not be able to use those furlough days after June 30, 2021.

What happens if I separate employment with University Housing before June 30th?

- Your furlough days will be prorated based on the amount of time in paid status during the furlough periods. If you have used more furlough days than your salary reduction has covered, leave swaps would happen.
- If you accept a different job within UW-Madison, your furlough days will transfer with you.

Housing Resources and Information:

- If you have additional questions, please contact us at (608) 262-2766 or HR@housing.wisc.edu
- COVID-19 Resources for Housing Employees Website: <https://go.wisc.edu/s47ot4>
- HR Toolbox: COVID-19 Resources: <https://go.wisc.edu/9326y1>