

University Housing Human Resources | COVID-19 Fact Sheet

Intermittent Furlough for Non-Exempt 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 in equal percentages over the furlough period (January 3rd through June 30th), starting on the January B pay period and ending on the June B pay period.

<u>Pay Period</u>	<u>Start of Pay Period</u>	<u>End of Pay Period</u>	<u>Pay Period Pay Date</u>
January B	1/3/2021	1/16/2021	1/28/2021
June B	6/6/2021	6/19/2021	7/01/2021

- Because you will have a percentage taken off of **each** paycheck, your paychecks will not be reduced when you use your furlough days.
 - For example, if you normally work 8 hours per day and 40 hours per week but decide to take 1 furlough day in a week, you would have 32 hours worked and 8 hours of furlough. Your total pay for this week will be like if you had worked 40 hours per week during this furlough period.

How many furlough days am I required to take?

You will be required to take your furlough days between January 3rd and June 30th. The number of furlough days is based on your total annualized salary, which is your compensation rate multiplied by 2080 (and multiplied by your FTE if you do not work full time). The total salary **does** include any temporary base adjustments but does not include overtime, shift differentials, or lump sums.

<u>Total Salary</u>	<u>Number of Furlough Days</u>	<u>Approx. % Reduction</u>
Less than \$50,000	3	2.50%
\$50,000 - \$80,000	4	3.33%
\$80,001 - \$150,000	5	4.17%
More than \$150,000	6	5.00%

- In the chart above, a furlough "day" is equal to 8 hours (e.g. 3 days of furlough equals a total of 24 hours).
- If you normally work part-time, the amount of furlough days you will need to take is based on your FTE.
 - Refer to your furlough letter for your specific furlough day obligation and check with Human Resources if you have any specific questions on how it is calculated.
- The approximate percent reduction is what you will see deducted from each paycheck.
- 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, full or half day increments.
- 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 a full-time employee, your hours worked in a week in addition to your furlough time, must equal 40 hours total.
 - If you are a part-time employee, your hours worked in a week in addition to your furlough time, must equal the number of hours associated with your FTE.
- As an hourly employee, you are able to take multiple furlough days in one week or you can choose to spread them out over the furlough period.
- Although you are able to take multiple furlough days in one week, it is recommended to spread out the furlough days between January and June to keep usage current with the amount being deducted on your paycheck.
 - Technically, you have not "paid" for all of the furlough days until the last deduction in June.

Scheduling furlough days:

- Furlough days should be scheduled with your supervisor like 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.
- 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 3rd 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 rate during the furlough period.

- Since your pay is being reduced by a percentage to pay for the furlough days, your checks will be smaller. 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?

- Since a percentage of pay is being taken from each paycheck from January 3rd through June 30th, 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>