



Dear [Name],



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Final language, submitted for president approval 1/30/15:

**R04.07.115. Employee Furlough**

To address budgetary shortfalls in any unit of the university, employees may be subject to furlough via temporary unpaid leaves of absence or via prospective, temporary reductions in pay or equivalent work hours. Prior to implementation of a furlough plan,

the following conditions shall apply:

A. Definition

month or year year had been declared as a furlough day, with no business being conducted on those days.

regulated by a specified percentage

1. A specified number of days each pay period, not to exceed the number of furlough days, with no business being conducted on those days.

2. Salaries of exempt employees may be reduced by a specified percentage.

3. Non-exempt employees shall be

er year).

months p

number or a percentage of furlough days for employees on different pay

A. A differ

2. Graduate/teaching/research assistants, postdoctoral fellows, summer research fellows, and other student employees; pay FICA, and other student employees;

3. Faculty and other employees who are not covered by the plan;

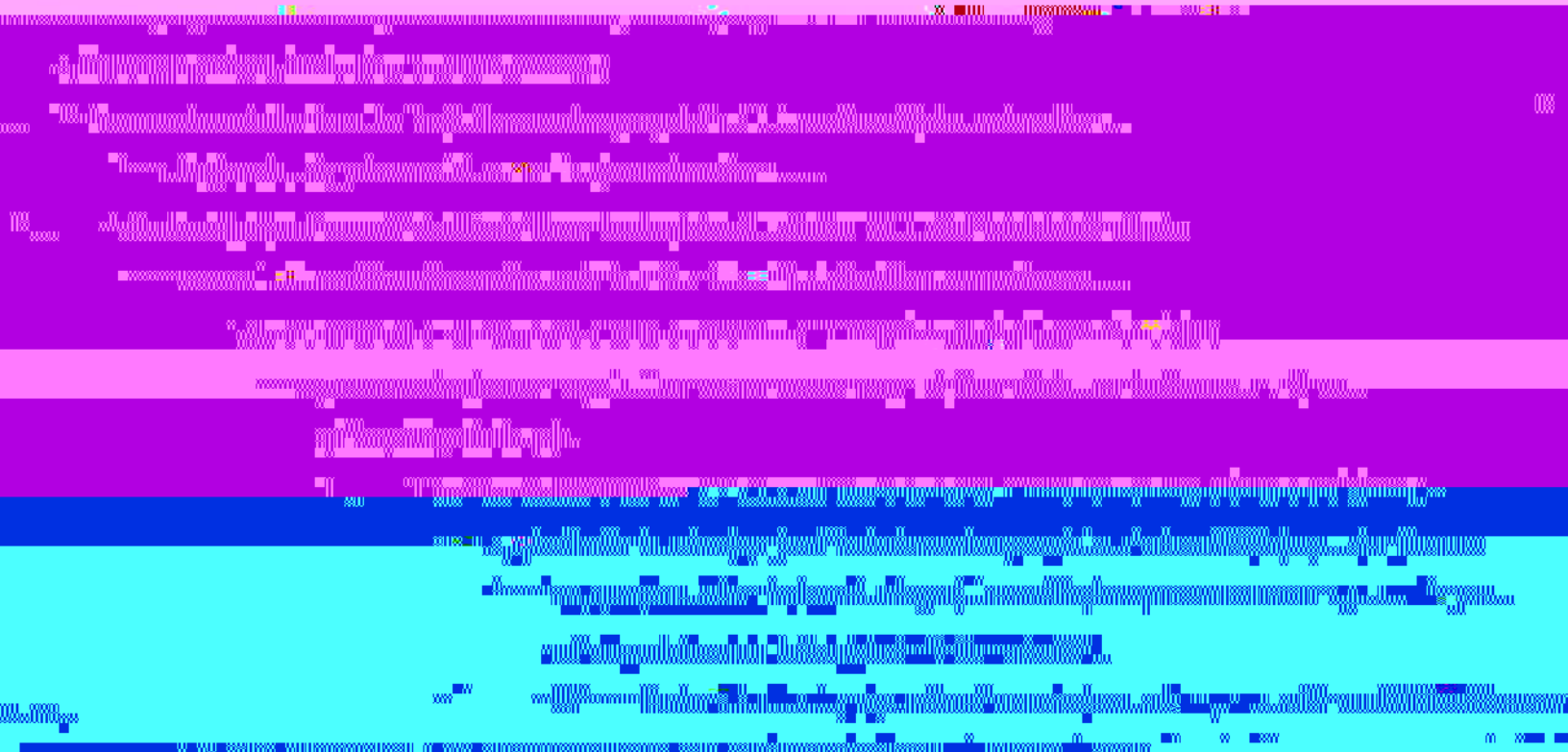
4. Employees who perform functions essential to maintain health and safety;

the chancellor or president; and

5. Compensation is derived 100% from restricted funds.

determined by t

5. Employees wh



3. Compensation is derived 100% from restricted funds.

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5. Compensation is derived 100% from restricted funds.

clarified through Memoranda of Agreement with each bargaining unit.

The Chief Human Resources Officer or designee will review and approve all