

# Voluntary furlough program gets underway

- ✓ **AFSCME members are encouraged to participate in a new voluntary furlough program that provides “incentive days.”** State employees who take voluntary unpaid furlough days anytime until June 30, 2011 can earn paid days off in conjunction with major holidays.
- ✓ Employees can submit requests for unpaid furlough days as of March 1 on a form provided by their agency. Employees are encouraged to **submit requests no later than April 1, 2010** for any furlough days to be taken between April 1, 2010 and June 30, 2011.
- ✓ If operational needs prevent the approval of all requests submitted for a particular day, approval shall be granted as follows:
  - Requests to take furlough days after April 1, 2010 **submitted by April 1** shall be approved on a seniority basis;
  - Requests submitted **to take furlough days prior to April 1, 2010** will be approved on a first-come, first-served basis
  - Requests **submitted after April 1** shall be approved on a first-come, first served basis (if submitted on the same day, seniority shall prevail).
- ✓ **No benefits will be diminished** because an employee has taken a furlough day, but the protection of pension credit is subject to General Assembly approval. Health-care coverage stays in effect.
- ✓ **For every two furlough days taken, employees earn one paid day off:** The first is Nov. 24, 2010; the second, Dec. 23, 2010; the third, Dec. 30, 2010; the fourth, July 5, 2011; and the final is a personal day, to be taken after Jan. 1, 2012. The furlough days required to earn an incentive day must be taken before that day. **More than 10 furlough days can be taken**, but no additional incentive days are earned.
- ✓ If a requested furlough day is denied, the employer is obligated to meet with the employee to reach an agreed alternative date. If no date is agreed on, the employee does not have to take a furlough day.
- ✓ RC-6, RC-9 and CU500 and all DES employees represented by AFSCME are not included in this program.
- ✓ The employer may limit implementation of this program based on operational needs, but **the goal is to accumulate as many furlough days as possible**, so supervisors will be instructed to approve such days if at all possible.