



Guidelines for Mandatory Unpaid Employee Furloughs (Classified)

1. Every Classified employee is subject to the furlough. Salary savings cannot be used to eliminate an employee's requirement to participate in the furlough. Additionally, the funding source for the position has no bearing on the requirement to take unpaid furlough leave.
2. To the extent practicable, a supervisor and employee shall work together to develop a schedule in which unpaid furlough leave is taken in accordance with policies and guidelines. If a schedule cannot be agreed upon or the employee refuses to participate, a supervisor may direct an employee to take unpaid furlough leave on a specific day and/or at a specific time, due to business necessity.
3. Employees will be asked to complete a Classified Unpaid Furlough Leave Request Form on a semi-annual basis before July 1 and before January 1 each year of the 2009-11 biennium (leave will be requested in advance each six-month period). Requests submitted after these due dates above may not receive the supervisor's consideration. Employees who fail to submit a completed form will have their schedule determined by the supervisor.
4. Employees will designate as unpaid furlough days, six days, one day per month, for each six-month period. For leavekeeping purposes, all six days must be taken either during the 1st -15th or during the 16th – 31st of each month (in other words, the same pay period must be selected for each of the six months).
5. Full-time employees take unpaid furlough leave days each month in 8-hour increments. Half or partial days are not permitted. Changes to the pre-approved schedule will be made on a case-by-case basis at the discretion of management.
6. Part-time employees will be required to take a proportional amount of unpaid furlough leave as determined by their supervisor. Changes to the pre-approved schedule will be made on a case-by-case basis at the discretion of management.
7. There is no cash value to unpaid furlough leave.
8. Overtime and standby pay will not be allowed in the same pay week as unpaid furlough leave, unless approved in advance by the State of Nevada's Departments of Personnel and Administration.
9. An employee on the employee/employer paid retirement contribution compensation schedule shall be required to pay his/her portion of retirement for the unpaid furlough leave taken in a pay period. The amount will be deducted along with the regular retirement contribution on the employee's paycheck.
10. Unpaid furlough leave will be counted as time worked for the purpose of determining eligibility under the Family and Medical Leave Act (FMLA). Unpaid furlough leave taken during the time an employee is on FMLA qualifying leave will not be counted against an employee's 12-week or 26-week FMLA entitlement.