

College of Southern Nevada
Mandatory Furlough Leave for Professional Employees
(Academic Faculty, Administrative Faculty/Professional Staff)

The Board of Regents acted on June 6, 2013 to adopt the legislatively approved unpaid leave (also referred to as furlough in some of the Board of Regent documents). Professional employees have a 2.3% furlough reduction each payroll and will be required to take furlough unpaid leave in the Fiscal Year continuing through June 30, 2015.

“A” contracted (work 12 months) professional employees will need to request six days of unpaid furlough leave. Leave can be taken in half-day or whole-day increments. Supervisory approval is required in accordance with all leave requests. Unpaid leave may not be taken on a teaching day.

“B” contracted (work 10 months) professional employees will need to request four days of unpaid leave. Leave can be taken in half-day or whole-day increments. Supervisory approval is required in accordance with all leave requests. Unpaid leave may not be taken on a teaching day.

“B+” contract (work 11 months) professional employees will need to request four and a half days of unpaid furlough leave. Leave can be taken in half-day or whole-day increments. Supervisory approval is required in accordance with all leave requests. Unpaid leave may not be taken on a teaching day.

Professional employees schedule unpaid furlough leave days by completing a leave request in the automated iLeave System. The web address and information about the iLeave System are located at the following link: <http://www.csn.edu/pages/4125.asp>

When scheduling unpaid leave, supervisors should first consider the needs of the organization, past and future scheduled leave, and the requests of the employee.

“A” contracted professional employees may take the six days of unpaid leave at any time during each fiscal year with supervisory approval.

“B” contracted professional employees may take the four days of unpaid leave on non-teaching days only with supervisory approval.

“B+” contracted professional employees may take the four and a half unpaid leave on non-teaching days with supervisory approval.