

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

FURLOUGH
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Effective October 1, 2008

(A) Purpose

(1) From time to time, the college may need to temporarily reduce the workforce/budget due to numerous foreseen and unforeseen circumstances. The goal of a furlough is to allow the college to effectively manage its resources during adverse and fluctuating circumstances, while retaining valuable human resources. Furloughs are designed to address those temporary circumstances due to but not limited to:

- Lack of funds
- Lack of work
- Seasonal business/work
- Operational need

A furlough is defined as a temporary reduction in force limited to less than one calendar year and is an alternative to a permanent layoff.

(2) Depending upon the circumstance necessitating a furlough, the furlough may be declared as either or all of the following; voluntary or involuntary; emergency or nonemergency; and intermittent or continuous.

(B) Furlough Definitions

Furlough – is a temporary reduction in force for less than one calendar year. Furloughed employees will be placed in a non-active pay status for the duration of the furlough.

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Voluntary Furlough – is a scheduled period of time away from work or duty whereby eligible employees volunteer to take a furlough. The volunteer will be placed in an authorized leave of absence from work without pay. This furlough may be intermittent or continuous.

Involuntary Furlough- a scheduled period of time away from work or duty whereby identified employees will be involuntarily furloughed for a specified period of time. This furlough may be intermittent or continuous.

Intermittent Furlough - (a) a reduced number of work hours in a day(s) (for non-exempt employees only); (b) a reduced number of work days in a week, or (c) random days. All types are time off without pay.

Continuous Furlough – without a break. Furloughed employees may be recalled to work or duty at identified periods of the year in accordance with college policy and procedure.

Emergency – a furlough that is due to circumstances identified above that necessitate less than 30-days notice.

Nonemergency – a furlough that is due to circumstances identified above that will permit more than 30-days notice.

Active pay status – any period of time in which an employee is being actively paid including all forms of accrued leave.

- (C) The president shall adopt procedures to administer this policy.

New Policy