FLEXIBLE FURLOUGH LEAVE & 0.5% PAY REDUCTION ITEMS

- Supervisors must approve the use of flexible furlough leave in advance ("furlough leave").

- The minimum amount of furlough leave that can be requested is 1 (one hour).

- If an employee wishes to request furlough leave, he/she must complete a GCS Leave Request form and indicate:
    - "Furlough Leave" beside the "OTHER" designation/line;
    - the date(s) he/she is requesting furlough leave in the **DATE(S)** column; and
    - the number of ***HOURS*** he/she is requesting furlough leave in the **TIME OFF - # OF DAYS** column.

- Furlough leave is to be tracked by each school/department. A Flexible Furlough Leave Log is attached to help principals/managers track furlough leave. Supervisors should retain and attach the original copy of furlough leave request forms to the Flexible Furlough Leave Log. The records are subject to audit and should be kept current and readily available.

- Furlough leave used is not to be entered in SPEED or recorded on the payroll turnaround document for payroll processing.

- Furlough leave may be taken for absences that occur from May 1, 2009 through December 31, 2009. Any furlough leave not used through December 31, 2009 will be lost.

- Employees who resign, retire, or otherwise separate employment will lose all unused furlough leave at the time of separation.

- Furlough leave is not transferred from state agency to state agency upon separation as is allowed with other types of leave.

- Teachers and teacher assistants working the 7 ½ hours per day (37 ½ per week) will receive the 10 hours of furlough leave. All other employee categories must work 8 hours per day (40 hours per week) to receive 10 hours of furlough leave.

- If working less than 7 ½ hours per day (teacher & teacher assistant) or less than 8 hours per day (all other employee categories), furlough leave will be prorated based on the percent employed.

- Certified categories such as media specialists, guidance, etc. and other employee categories that are allowed to take annual leave on a student day may also use furlough leave on a student day.

- When furlough leave is taken in conjunction with annual leave or sick leave, the furlough leave must be taken in ½ day increments as that is the minimum unit allowed for annual leave or sick leave. For example, an 8-hour per day employee is absent a full day and uses a half day of sick leave, the remaining half day or 4 hours would be charged as furlough leave.