

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Updates to the Furlough Program	REFERENCE NUMBER: 2009-013
DATE ISSUED: 03/10/09	SUPERSEDES:

This memorandum should be forwarded to:

**Personnel Officers
Personnel Transactions Supervisors
Employee Relations Officers**

FROM: Department of Personnel Administration
Labor Relations Division

CONTACT: Personnel Services Branch
(916) 323-3343
Fax: (916) 327-1886
Email: psb@dpa.ca.gov

Updates to the Furlough Program - Effective February 2009 (This update supersedes any previous communication to the contrary.)

CHANGE TO THE FURLOUGH DAY

The last scheduled Furlough Friday was March 6, 2009. After March 6th employees will go to a self-directed furlough program.

Employees have one other furlough day for March and for the remaining 15 months, employees will accrue two furlough days per month on the first day of the pay period. Employees can choose which days they will take off, with supervisor's approval. Employees will have up to 24 months following the end of the furlough program, to take all their furlough days off (July 1, 2012).

Upon ratification by the members and the legislature, employees covered by the Service Employees International Union (SEIU) will change to a one day furlough program and will be reconciled as of February 2009.

Employees who work less than their time base (e.g., dock; appointed or separated other than the first day of a pay period), shall have their furlough hours applied on a prorated basis. To determine the prorated credit for a full-time or part-time employee, convert the employee's time worked in the pay period to hours and credit the employee with furlough hours based on the intermittent chart below.

Intermittent Employees	
Scheduled Hours Worked in a Month	Furlough Hours for 2 Furlough Days
11 to 30.9	2
31 to 50.9	4
51 to 70.9	6
71 to 90.9	8
91 to 110.9	10
111 to 130.9	12
131 to 150.9	14
151 or more	16

CORRECTION TO PML 2009-10 FOR PERMANENT INTERMITTENT EMPLOYEES

Furlough hours should be credited prior to holiday hours so that holiday hours are not negatively affected.

An intermittent employee's schedule needs to be determined in advance of the pay period. Intermittent employees will be furloughed based on the number of hours they work in a month, shown in the following chart.

Intermittent Employees		
Scheduled Hours Worked in a Month	Holiday Credit Hours Per Day	Furlough Hours for 2 Furlough Days
11 to 30.9	1	2
31 to 50.9	2	4
51 to 70.9	3	6
71 to 90.9	4	8
91 to 110.9	5	10
111 to 130.9	6	12
131 to 150.9	7	14
151 or more	8	16

Below is an example of an intermittent employee who physically works 68 hours in the month of February 2009, four hours per day. There are two furlough days and two holidays in the month. Total the employee's hours for the month as follows:

- 68 hours physically worked
- + 6 (3 hours for each Furlough Day) = 74 hours
- 74 hours + 8 (4 hours per holiday) = 82 hours to be paid for the February 2009 pay period
- 68 hours worked counts toward the employee's probation period/FMLA
- 74 hours counts toward the employee's 1,500 hours

- 82 hours counts toward State service/retirement/SISA/MSA/Range Change/Health/Dental/Vision

Intermittent employees that work less than 11 hours in a pay period will not have Pay Differential 378 (Furlough Hours) applied to their salary.

February 2009						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					30 4 Begin Pay Period	31
1	2 4	3 4	4 4	5 4	6 3 Furlough Day	7
8	9 4	10 4	11 4	12 4 Holiday Lincoln's Birthday	13 4	14
15	16 4 Holiday Washington's Birthday Observed	17 4	18 4	19 4	20 3 Furlough Day	21
22	2 4	3 4	4 4	5 4	27 4	28 End Pay Period

Personnel Office staff with questions may contact the Personnel Services Branch as shown above.

/s/Debbie Endsley

Debbie Endsley
Chief Deputy Director