



CALIFORNIA STATE UNIVERSITY, LONG BEACH STAFF HUMAN RESOURCES

2009 Furlough Plan

Staff & Faculty Closure Days, Staff Closure Days, and Employee Choice Days

Furlough Plan Overview

- Most faculty and staff are subject to furlough.
- Staff, subject to furlough, are required to take 24 furlough days during the 2009-2010 fiscal year (August 1, 2009 to June 30, 2010). For part-time employees, the number of required furlough days is pro-rated based on the employee's official time base. An 11/12 pay plan employee is required to take 22 furlough days this fiscal year; a 10/12 pay plan employee is required to take 20 furlough days this fiscal year.
- Standard AY faculty subject to furlough are required to take a total of 18 furlough days during the 2009–2010 fiscal year. For part-time employees, the number of required furlough days is pro-rated based on the employee's official time base.
- Campus Administration has designated 6 “Staff & Faculty Closure Days.” Staff & Faculty Closure Days can be defined as: all staff and faculty on furlough; campus departments will be closed but subject to exceptions for departments based on operational need and the approval of the President. The instruction days impacted were rotated wherever practical to avoid undue hardship on any specific classes or students.
- Faculty subject to furlough will be required to take an additional 12 Employee Choice furlough days before June 30, 2010.
- Campus Administration has designated an additional 11 days as “Staff Closure Days” in addition to the 6 Staff & Faculty Closure Days.

- Staff Closure Days are defined as: very limited campus services available and are scheduled on non-academic work days. Most departments and areas will be closed. A limited number of MPPs will be scheduled to work on these days and will provide supervision for those employees not subject to furlough.
- Staff employees are also required to take 7 Employee Choice furlough days in addition to the required Staff Closure and Staff & Faculty Closure Days.
- To ensure that employees are paid appropriately, employees must take a minimum of two (2) furlough days a pay period.
- CSUEU Employees

Furlough days should be distributed as equally as possible. No employee shall observe more than three (3) furlough days in any pay period with the exception of a one-time observance of up to five (5) furlough days in an individual work-week. Please see CSULB's "2009/2010 State Budget Closure Calendar" for the scheduled Staff Closure Days in January 2010.

- MPP, Confidential, Non-represented, Unit 1 (Physicians and Dentists), and APC Employees:

Full time employees (12 month) shall observe no more than two (2) furlough days in any pay period and are not permitted to observe more than one (1) furlough day in a work week (with the exception of the four (4) day designation in January 2010).

- For Exempt employees, during a week when a Staff & Faculty Closure Day or Staff Closure Day or Employee Choice furlough day is taken, their status changes from "Exempt" to "Non exempt." These employees cannot work more than 32 hours in that specific work week and observe a set work schedule. Any overtime will need to be scheduled and pre-approved. These employees must use leave credits for any time taken away from work that week and record time taken on the official time sheet.
- Certain departments will not be able to observe Staff & Faculty Closure Days and/or Staff Closure Days, and will have to use Employee Choice furlough option.
- Employees who work on Staff & Faculty Closure Days and/or Staff Closure Days due to approved operational need must request and obtain approval to take their required furlough days at other times during the pay period.
- Staff Closure Days will not occur on instructional days.

- Departments should publish a calendar for employees with blackout dates indicating when no furlough days will be allowed due to operational need, if blackout periods are necessary (for example, Commencement).
- Employees will submit an Employee Furlough Day Election Form for the fiscal year to their managers by August 21, 2009. Any changes to the employee's approved furlough schedule must be approved by the Dean or Associate Vice President of the employee's area.
- Departments are to maintain adequate staff and management coverage for their areas during "employee choice" furlough days.
- All furlough days will be taken in consideration of operational needs.
- For information on the campus furlough program and related forms, please go to: <http://daf.csulb.edu/offices/bhr/staffpersonnel/>