

**THE CITADEL**  
**MANDATORY FURLOUGH PROGRAM FAQs**  
**FISCAL YEAR 2008-2009**

**1. What is a mandatory furlough?**

A furlough is a leave of absence without pay that is enacted as a cost savings measure. There are two types of furloughs — voluntary and mandatory. When a mandatory furlough is declared, all employees paid from all funding sources must take time off without pay for the period of time designated by the furlough.

**2. Why would the Citadel implement a furlough campus wide?**

Due to the Budget and Control Board's implementation of an across-the-board budget reduction for the remainder of this fiscal year, the mandatory furlough is being used as a cost saving initiative for the Citadel to manage budgetary limitations.

**3. Who is required to participate in a mandatory furlough?**

Administrators, full-time faculty members, employees working in classified and unclassified positions, employees working in research grant, time-limited, other temporary or intermittent positions, and all new hires. This mandatory furlough does not affect Citadel students' class schedules; it only applies to those students who are employed as work study students, interns, or graduate assistants on campus.

**4. How many days do I have to take off as furlough days?**

All employees must take off 2 work days without pay prior to June 30, 2009.

**5. Will I be paid for these days?**

No. A mandatory furlough is leave without pay.

**6. Can I take annual leave or sick leave on a furlough day?**

No. A furlough is leave without pay.

**7. When do I take time off for the furlough?**

All employees must work with their supervisors to identify the appropriate number of work days for his/her department by June 30, 2009, to schedule as required furlough leave without pay. Employees may schedule furlough time in partial-day or full-day increments. Supervisors may approve increments as appropriate to their departmental needs.

**8. May I take furlough time over spring break?**

Yes. After making arrangements with your supervisor, you may take your furlough time over spring break.

**9. How will my paycheck be affected?**

Salaried employees will have each of the pay periods from April 15 – June 30, 2009, reduced by a specified amount to account for the furlough time without pay. Thus, there will be a leave without pay reduction in pay from each of these 6 pay checks to account for the mandatory days of leave without pay for the fiscal year ending June 30, 2009. Hourly employees will have work hours reduced and therefore will not be paid for the time away from work.

**10. How much money will specifically be deducted from my paycheck?**

For full time employees 2.67 hours of furlough time will be applied to each pay check. To calculate the dollar amount of this time you would divide your semi-monthly payrate by 86.67 hours to get your hourly rate. Then multiply your hourly rate by 2.67 hours. This total is how much your pay will be reduced.

For example: If your semi-monthly payrate was \$1000, you would divide by 86.67 to equal an hourly rate of \$11.53. You would then multiply the \$11.53 hourly rate times 2.67, to equal a total deduction of \$30.78 per pay period.

**11. Should employees that use the LAR system submit a leave request?**

No, the system will not record mandatory furlough. The requested leave should be managed by your supervisor.

**12. How do I go about scheduling furlough days?**

All employees who are scheduling furlough days should have the leave approved with their supervisors prior to taking leave.

**13. If I am an hourly employee (paid a pay period behind) how do I take furlough days?**

An hourly employee, paid a pay period behind, should take their average hours worked in a typical workday off for two days.

Ex: An employee who typically works 10 hours a week has a typical workday of 2 hours. Because the furlough requires two days of leave without pay, the employee should arrange to take off 4 hours (or 2 days of work) to meet the furlough requirements.

**14. If I am receiving a salary supplement, such as add pay or dual employment, is that portion of my salary affected by the furlough?**

No, an employee's base salary will be the only pay that is affected by the furlough days.

**15. Will my benefits be affected?**

No, furlough leave without pay will not affect state benefits such as health insurance and retirement.

- Employees will continue to accumulate annual leave, sick leave, and retirement benefits at their same rate. An employee's review date, continuous state service, state hire date and leave accrual date will not be affected by any period of approved furlough.
- The Citadel will be responsible for making both the employer and employee contributions for those benefits that require employer and employee contributions if coverage would otherwise be interrupted during the furlough. For example: health insurance and state retirement require a monthly employee AND employer contribution. The Citadel will pay both of these contributions for the days of furlough leave without pay to prevent interruption of coverage. Since The Citadel will cover both contributions, the employee's coverage is not affected. The Citadel will automatically make the retirement contributions for the furlough hours or days.
- The employee remains responsible for making contributions that require only employee contributions. The employee is responsible for all types of miscellaneous deductions/premiums, i.e. credit union and miscellaneous insurance companies.

**16. How will the furlough affect an employee's 12 high quarters for retirement?**

The furlough will not affect the 12 highest quarters. The contributions based on the budgeted salary will be reported during the furlough days and not what was actually paid to the employee. The Citadel will be required to pay both the employee and employer retirement contributions on missed wages due to the furlough.

**17. Can I take more than the mandatory days to contribute more to the budget impact?**

Yes, an employee may take more than the required days off without pay through a voluntary furlough. The employee would need to request permission from his/her supervisor in advance of taking additional days off without pay. The supervisor will need to contact the Citadel's Department of Human Resources to ensure proper procedures are followed for the voluntary furlough.

**18. Does my supervisor have to approve when I am taking off?**

Yes. Your immediate supervisor must pre-approve the requested furlough period.

**19. Can I take off partial days or does it have to be in full-day increments?**

Yes, employees may take the required days off in partial-day increments. The supervisor of the area must pre-approve the time off.

**20. What if I am a new hire after the program is in effect?**

New employees hired anytime during the 2008-2009 FY will be required to participate in the program on a prorated basis. Supervisors should contact Payroll for guidance if needed.

**21. What if I am on FMLA during this furlough period?**

You will still be expected to take 2 days of furlough leave without pay.

**22. Do I have grievance rights?**

The placement of an employee on mandatory furlough does not constitute grounds for a grievance or appeal under the State Employee Grievance Act.

**23. Who do I contact if I have additional questions?**

Please contact Leah Schonfeld or Colonel Denny Carpenter in the Citadel's Human Resources Department if you have further questions at 843-953-6922.