

East Georgia College

Request for Alternative Furlough Day



East Georgia College will be closed on furlough days: public operations will cease and no services will be provided. A furlough day is a day on which an employee is placed temporarily in a non-work, non-pay status for budgetary reasons. Employees cannot work any time during the furlough time off; the only exception is if the employee is required to attend a University System of Georgia meeting that is scheduled on a furlough day. If this should occur, the employee will be required to designate an alternative furlough day, for the same number of hours and when possible, within the same pay period that the College designated the furlough. If not possible, the alternative furlough day must be taken within the next pay period. Employees are required to complete this form and have prior approval from his/her department manager. Once approved, a copy of this form must be sent to the payroll department immediately.

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Employee Name: \_\_\_\_\_  
Please Print

Department: \_\_\_\_\_

EGC Scheduled Furlough Date: \_\_\_\_\_

Alternative Furlough Date: \_\_\_\_\_

Please state reason to request an alternative furlough date.

\_\_\_\_\_  
\_\_\_\_\_

Attach a copy of agenda or other supporting documentation for the University System of Georgia meeting that you will be attending. An alternative furlough day will not be granted unless all information is complete and supporting documentation is received.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dept. Manager Signature

\_\_\_\_\_  
Date