

East Georgia College Furlough Implementation Plan

Effective August 12, 2009, the Board of Regents authorized the Chancellor to immediately implement a mandatory furlough program for most University System employees. This furlough will assist East Georgia College in reaching the budgetary reduction goals required for FY 2010.

Employees Included in Furlough: Most regular and temporary faculty and staff who work at least a half time schedule are required to take three (3) furlough days by December 31, 2009 and three (3) furlough days between January 1, 2010 and June 30, 2010. The following are **exempt** from furlough: Part time faculty, H1b visa/permit holders, anyone with an annual salary of \$23,660 or less, and anyone working less than half-time (20 hours per week).

Dates

EGC furlough days are fixed. Fixed dates are scheduled on Fridays and around campus holidays to help realize utility savings. The fixed dates are as follows:

Friday, September 4, 2009	8 – 12 noon;
Friday, September 25, 2009	8 – 12 noon;
Friday October 23, 2009	8 – 12 noon;
Friday November 6, 2009	8 – 12 noon;
Wednesday November 25, 2009	2PM – 6PM;
Thursday December 31, 2009	2PM – 6PM;
Friday January 15, 2010	8 – 12 noon;
Friday February 12, 2010	8 – 12 noon;
Friday February 26, 2010	8 – 12 noon;
Friday March 12, 2010	8 – 12 noon;
Friday April 2, 2010	8 – 12 noon;
Friday May 28, 2010	8 – 12 noon

No classes will be cancelled due to furloughs.

EGC Statesboro faculty members that hold classes on Fridays will be exempt from the above schedule.

Friday classes will continue, but the EGC Statesboro Fair Road facility will be closed. Each EGCS faculty member must identify and take a four hour furlough period from their work schedule during the week of the above fixed furlough days. This four hour period cannot coincide with the faculty member's class schedule or office hours. Faculty members must submit this furlough schedule to their respective Division Chair and to Vice President for Academic Affairs as follows: for Fall semester no later than September 1st; and for Spring 2010, no later than January 11, 2010. **NOTE:** Since payroll has been completed for August 2009, August 31st cannot be identified as a furlough day during the week ending September 4, 2009.

Procedure: Furlough days will be recorded in e-time in ADP. As this specific information becomes available in early September, EGC will distribute to all employees. In the meantime, all employees should keep a paper time card for the week in which a furlough day is taken.

Definition of furlough: The 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. Such work includes being physically present in the work place, work at home, work online, e-mail, work on the telephone, "working lunches," work on Blackberry, or work on a cell phone. All such unscheduled, unapproved work on a furlough day is prohibited. Employees cannot volunteer to work on college business during a furlough day.

Benefits: The effect of furloughs on retirement and benefit deductions, sick and vacation leave accruals and holiday pay is set forth in the **Board of Regents Furlough Policy** located [here](#). **FAQ;s_** are located [here](#). TRS and ERS employee and employer contributions will not be affected by furlough. ORP participants are advised that the employee and employer contribution will be calculated on base salary *before* furlough. Any employee desiring his or her employee contribution to be reduced to reflect the salary reduction after furlough should contact the EGC Human Resources office.

The above furlough days were set by EGC as half days (4 hour increments) to minimize the financial impact of the lost pay on the employee per pay period. Employees are encouraged to set aside funds now to lessen the impact of the reduced pay in the coming months. Please click here for a [calculation](#) of the impact of a furlough day on a faculty or staff member's salary. Please contact HR if you have any questions about furlough at 62035.