

**Work Schedules during a Furlough Pay Period**

Employees on an Alternative Work Schedule (AWS) may stay on their current AWS during the pay periods in which a designated furlough day occurs, however, employees with a Regular Day Off (RDO), including employees on a Maxiflex schedule, if applicable, will be required to change their RDO if it falls on a designated furlough day.

- I. Flexitour with Credit Hours, Gliding, and Straight 8 hour Workday Schedule.** There is no need for employees to adjust their schedules.

Example of a furlough week for employees on an 8 hour work schedule:

				Furlough	
8	8	8	8	8	40
8	8	8	8	8	40
					80

- II. 5/4-9 Work Schedule**

If a furlough day falls on an employee’s RDO, the employee will be required to change his/her RDO to a non-furlough day.

The following options are available:

1. If the furlough day falls on the employee’s 8 hour short day, no change is necessary.

Example:

				Furlough 8	
9	9	9	9	8	44
9	9	9	9	RDO	36
					80

- If the furlough day falls on an employee's 9 hour day, the employee will be permitted to change the 8 hour short day to the furlough day prior to beginning of the pay period.

Example:

9	9	9	9	Furlough 8	44
9	9	9	9	RDO	36
					80

- If the furlough day falls on an employee's 9 hour day and the employee does not want to change the 8 hour short day to the furlough day, the employee will stay on the same work schedule and will be subject to an 8 hour furlough and must account for the additional 1 hour by using annual leave, leave without pay, sick leave (if applicable), or accrued compensatory time.

Example using annual leave, leave without pay or sick leave:

9	9	9	9	RDO	36
Furlough 8 A/L, LWOP or SL 1	9	9	9	8	44
					80

- If the furlough day falls on an employee's 9 hour day and the employee does not want to change the 8 hour short day to the furlough day, the employee will stay on the same work schedule and will be subject to an 8 hour furlough and may request to work 1 hour of compensatory time within the same pay period and must use that 1 hour of compensatory time on the furlough day to account for the 9 hours.

Example:

	9					
Comp Earned	1	9	9	9	RDO	40
	9	9	9	8	Furlough 8 Comp used 1	40
						80

- If the furlough day falls on the RDO, the employee will be required to change his/her RDO to a non-furlough day, subject to workload and staffing considerations.

Example:

	9	9	9	9	Furlough 8	44
	9	9	9	9	RDO	36
						80

- An employee on a 5/4-9 schedule, may change to straight 8 hour work schedule for the entire pay period.

					Furlough	
	8	8	8	8	8	40
	8	8	8	8	8	40
						80

**III. 4/10 hour Work Schedule**

If the furlough day falls on the RDO, the employee will change the RDO, subject to workload and staffing considerations.

Otherwise, employees on a 4/10 will have the following options:

1. An employee may change to straight 8 hour work schedule for the entire pay period.

Example:

				Furlough	
8	8	8	8	8	40
8	8	8	8	8	40
					80

2. If the employee does not want to change his/her 4/10 schedule, the employee will stay on the same work schedule and will be subject to an 8 hour furlough and must account for the additional 2 hours by using annual leave, leave without pay, sick leave (if applicable), or accrued compensatory time.

Example using annual, leave without pay, or sick leave:

10	10	10	10	RDO
				Furlough 8 A/L, LWOP or SL 2
10	10	10	RDO	

3. If the employee does not want to change his/her 4/10 schedule, the employee will stay on the same work schedule and will be subject to an 8 hour furlough and may request to work 2 hours of compensatory time within the same pay period and must use that 2 hours of compensatory time on the furlough day to account for the 9 hours.

Example using compensatory time:

10						
Comp Earned 2	10	10	10	RDO		40
10	10	10	RDO	Furlough 8 Comp used 2		40
						80

4. Change to Furlough Schedule (new flexible work schedule)

a. When there is no Holiday in the Pay Period:

- i. During the non-furlough week, the employee will maintain his/her 4/10 schedule configuration.
- ii. On the furlough week, the employee will revert to an 8 hour schedule.

Example of new Furlough Schedule:

10	10	10	10	RDO		40
8	8	8	8	Furlough 8		40
						80

b. When there is a Holiday in the Pay Period:

- i. Holidays will only be credited as 8 hours.

Example of new Furlough Schedule for Pay Period for Memorial Day and Labor Day Pay Periods:

10	10	10	RDO	Furlough 8		38
Holiday 8	10	8	8	8		42
						80

Example of new Furlough Schedule for Pay Period for July 4th:

8	8	8	Holiday 8	Furlough 8	40
10	10	10	10	RDO	40
					80