

FURLOUGH POLICY

<i>POLICY NUMBER:</i> 304
<i>DATE ADOPTED:</i> FEBRUARY 27, 1996
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I. The Board of Supervisors, in its sole discretion, may initiate and approve furlough leaves of absence when financial conditions make it in the best interests of the County to do so.

II. A furlough leave of absence places affected salaried and hourly employees in a leave of absence/non-pay status for a limited and specific period of time. Employee furloughs are subject to the following limitations:

- A. No employee may be placed on a furlough leave of absence for more than fifty-two (52) scheduled work days or shifts in a fiscal year. Employees shall be given fourteen (14) calendar days advance notice of the furlough.
- B. The County shall continue to pay the full employee share of health, dental and life insurance premiums and in-lieu payments for employees placed on a furlough leave of absence. However, employees shall continue to be eligible to participate in the insurance program only so long as the employee remits his or her share of premiums, for dependents, to the Auditor's Office on or before the 20th day preceding the month to be covered.
- C. Sick leave, vacation and seniority shall continue to accrue as if the employee had worked regularly scheduled work days or shifts.
- D. Insofar as possible, employees in the same office or at the same work site shall be furloughed in such a manner so that the number of furloughed days for each employee is approximately the same.
- E. Furlough leave of absence provisions do not apply to employees on workers' compensation leave due to an industrial illness or injury.
- F. Employee status in regards to position allocations shall remain the same as if the employee had worked regularly scheduled work days or shifts.

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POLICY OF THE COLUSA COUNTY BOARD OF SUPERVISORS

HISTORY

First Adopted: 4/29/93

Amended: 9/20/94; 2/27/96

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- G. Employees may assume another employee's mandatory furlough time. Each situation shall be computed on an individual basis with the understanding that the wage dollar amount will have to be equal. For example, if an employee in a lower classification is willing to assume a furlough for an employee in a higher classification, he or she will have to take the mandatory furlough **plus** enough additional time to add up to the dollar amount of savings of the higher classified employee's wages.

If an employee drops below 80% (eighty percent) employment, his or her county paid insurance benefits will be reduced to a prorated share equal to the percentage of employment and the employee will pick up the remainder of the insurance costs.

The employee assuming the additional mandatory furlough days will be responsible for the entire furlough dollar amount. If an employee leaves employment prior to payment in full of the transferred furlough liability, the balance remaining will be deducted from his or her final pay.

A Mandatory Furlough Transfer Request Form will need to be completed, approved by the department head and signed by both employees involved. (Obtain current form from Auditor)

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