



COUNTY OF
Riverside
HUMAN RESOURCES
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**Mandatory and Voluntary Furlough
Frequently Asked Question (FAQ's)
(Revised August 20, 2009)**

Mandatory Furlough FAQ's

I. Who Will Be Impacted By The Mandatory Furlough?

County employees covered by the Exempt Management, Management, Confidential, and Other Unrepresented Employees Resolution and employees represented by SEIU.

Q1. Are employees who work for the Temporary Assistance Program (TAP) required to participate in the Mandatory Furlough Program?

A1. No. Seasonal and Temporary employees may not participate in the program at this time. Instead their pay has been reduced by an equivalent of 10%.

II. Mandatory Furlough Requirements

Q1. How many Mandatory Furlough hours must an employee who is covered under the Management Resolution take?

A1. Full-time employees must take a total of 160 hours, Part-time employees (30-39 hours per week) must take a total of 120 hours, and Half-time employees (20-29 hours per week) must take a total of 80 hours during the 2009/10 fiscal year (June 30, 2010).

Q2. How many Mandatory Furlough hours must an employee who is represented by SEIU take?

A2. Full-time employees must take a total of 208 hours during the 2009/10 fiscal year (June 30, 2010). Part-time employees should be determined based on the same percentage of hours per fiscal year as it applies to full-time employees (i.e. full-time SEIU employees are furloughing 10% of their hours so part-time employees should also furlough 10% of their hours).

Q3. Can employees work more hours to make up for the Mandatory Furlough hours if they are an intermittent or part-time employee?

A3. No, unless authorized by Agency/Department Head or Designee.

Q4. Can Mandatory Furlough days be taken in partial-day increments?

A4. Yes, if approved by the employee's Agency/Department Head or Designee (e.g. employees on a 4 x 10 schedule may furlough one hour a day to achieve their furlough requirement).

Q5. If an employee participates in the 20/20 program, are they able to list days off from their worksite as Mandatory Furlough?

A5. Employees participating in the 20/20 program are required to participate in the Mandatory Furlough program like all other full-time employees covered by the Management Resolution and represented by SEIU. The designated Mandatory Furlough schedule will be set by the employees Agency/Department Head or Designee.

Q6. If an employee involuntarily/voluntarily transfers, demotes, or promotes into a represented unit that is required to Mandatory Furlough, will the employee be required to participate in the Mandatory Furlough?

A6. Yes. The amount of furlough time required would be pro-rated and the employee would be required to furlough the amount of time left remaining in the fiscal year.

III. Designated Mandatory Furlough Period

Q1. How long will the Mandatory Furlough period be in effect?

A1. The Mandatory Furlough is authorized through the end of the 2009/10 Fiscal Year (June 30, 2010).

Q2. The County has imposed a Mandatory Furlough of 9 hours a pay period for employees in SEIU represented bargaining units. Can Departments vary the amount of hours and timeframe per pay period?

A2. Yes, Departments are responsible to schedule the furloughs based on the department's needs, as long as each employee that is required to furlough reaches the 208 furlough hour goal by June 30, 2010.

Q3. Can an employee's Agency/Department Head or Designee reschedule a previously scheduled Mandatory Furlough?

A3. Yes. If required by the operational needs of the department, an Agency/Department Head or Designee may reschedule a previously scheduled Mandatory Furlough for some employees and the employees may be required to take the Mandatory Furlough at a later time.

Q4. Will an employee's assigned work schedule have to be changed to accommodate the Mandatory Furlough Program?

A4. In some cases, yes. An employees schedule may change based on the designated Mandatory Furlough schedule for their particular department as designated by the Department Head/Agency Director. In departments with Friday closures employees in units not subject to the Mandatory Furlough may also have their work schedule changed (e.g. 4 x 10) to accommodate the closures.

Q5. Can an employee choose different Mandatory Furlough days than those designated?

A5. No. The designation of furlough days is a management function. It is the County's intent for the County Administrative Centers to be closed every Friday. Each Department Head/Agency Director has the authority to determine whether offices can close completely, or if other staggered schedules will be required.

Q6. Can employees come to work or telecommute on a Mandatory Furlough day?

A6. No. Employees may not perform any work for the County while they are on Mandatory Furlough.

IV. Voluntary Furlough Credits

Q1. Will employees receive credit for Voluntary Furloughs when the County moves to the Mandatory Furlough?

A1. County employees covered by the Management Resolution and represented by SEIU who elect to participate in the Voluntary Furlough or Voluntary Contribution Program will receive credit for time taken.

Q2. How will the Voluntary Furlough credits be applied toward the Mandatory Furlough?

- A2. County employees covered by the Management Resolution and represented by SEIU have three options to apply their credit received from the Voluntary Furlough Program or Voluntary Contribution Program:
1. Use leave balances (except Sick) to cover the period of the closure based on credit received from the Voluntary Furlough period or Voluntary Contribution Program; or
 2. Work at one of the employee's department's open work sites during the Mandatory Furlough for hours up to their credited amount; or
 3. Make alternative work arrangements with the Agency/Department Head.

Example: Justin Timeoff elected to participate in the Voluntary Furlough Program. Justin elected to take two days off during the month of March in anticipation of a Mandatory Furlough. On August 1, Justin was informed by his Department Head that his department will be closed on Fridays as a result of the Mandatory Furlough. Since Justin has credit for two days of Voluntary Furlough, he would be allowed to:

1. Make alternative work arrangements with his Agency/Department Head for 16 hours during the weeks of the Friday closure; or
2. Use leave balances (e.g. vacation, annual leave, compensatory time, holiday banked leave) to cover the period of the closure based on credit received from the Voluntary Furlough period; or
3. Participate in the Mandatory Furlough periods without pay.

Voluntary Furlough credit earned from the Flexible Benefit Contribution or the County Car Allowance options will be converted to hours of credit based on the conversion formulas:

$$\text{Conversion Formula} = \frac{\text{Employee's Bi-weekly Flexible Benefit Contribution}}{\text{Employee's Hourly Rate}}$$

or

$$\frac{\text{Employee's Bi-weekly Car Allowance}}{\text{Employee's Hourly Rate}}$$

Q3. Can employees take Voluntary Furloughs in addition to Mandatory Furloughs?

- A3. Yes. Employees may request to take Voluntary Furlough days pursuant to Board approved Policy C-31, County Voluntary Furlough Program, the Memorandum of Understanding (MOU), and the Management Resolution.

Q4. Will employees have flexibility in deciding whether they want to use their Voluntary Furlough credit hours whenever they chose?

- A4. Normally employees will use their Voluntary Furlough credits first and thereafter shall participate in the Mandatory Furlough program. If an employee wishes to schedule the Voluntary Furlough program credits differently they should seek approval from management.

Q5. Are employees required to use their Voluntary Furlough credits in the same calendar year the credit was earned?

- A5. No. Employees will receive credit for Voluntary Furlough as long as Mandatory Furloughs are required.

Q6. Do Voluntary Furlough/Voluntary Contribution Plan credits transfer with employees if they move to a group or represented unit as a result of a promotion, demotion, or transfer that is mandated to furlough?

- A6. Yes. Credit earned from the Voluntary Furlough/Voluntary Contribution Plans will be applied in the same manner for employees covered by the Management Resolution and represented by SEIU who are required to furlough.

Q7. Will an employee receive payment for unused Voluntary Furlough or Voluntary Contribution credit hours prior to separation (e.g. lay-off, discharge, resignation) of employment?

A7. No. Voluntary Furlough or Voluntary Contribution is unpaid time, which an employee elected to forego. The County is not obligated to repay the Voluntary Furlough credit at the time of separation.

V. Exempt Status Versus Non-Exempt Status

Q1. If an employee is Exempt, are they considered a non-exempt employee during the FLSA workweek in which the Mandatory Furlough period occurs?

A1. Yes. An Exempt employee is considered non-exempt in a FLSA workweek that Mandatory Furlough time is taken. The FLSA workweek will be based on your assigned work schedule. Employees who are normally Exempt will be required to complete timesheets and record all hours worked for partial day absences during a pay period in which the Mandatory Furlough occurs.

Q2. If an employee is Exempt and during the Mandatory Furlough week they become non-exempt and work overtime during the FLSA workweek, will they be entitled to receive overtime compensation for any hours worked in excess of 40?

A2. The intent of the Mandatory Furlough program is to reduce the number of hours employees work in a workweek. However, if an employee is required to furlough but is then required and authorized to actually work in excess of 40 hours in that workweek, the employee will be entitled to overtime pay at the rate of one and half times the FLSA pay rate.

VI. Overtime

Q1. Do Furlough hours count as “hours worked” for overtime purposes?

A1. No.

Q2. Can employees work overtime in the same pay period in which they are required to participate in the Mandatory Furlough Program?

A2. Yes, if authorized by the employees Agency/Department Head or Designee.

Q3. What if an employee takes a Mandatory Furlough day on Friday and then their department requests they work 8 hours on Saturday? Isn't that overtime?

A3. The entitlement to overtime is related to the employee's FLSA work week. If that work week normally begins at the mid-point of the eight hour Friday shift then the time worked on Saturday would be in the next FLSA work week and entitlement to overtime would depend on the hours worked in that week. If time is “flexed” later in the week (e.g. the employee takes Tuesday off) then the time worked on Saturday would not qualify as overtime in that FLSA workweek.

Q4. If a SEIU represented employee who is eligible for the Recruitment/Retention Premium (after working 80/84 hours in a pay period) becomes eligible for FLSA overtime pay, will the employee be entitled to the recruitment/retention premium?

A4. No. The recruitment/retention premium will not be paid in any pay period for which the employee qualifies for FLSA overtime.

Q5. How will FLSA overtime be paid?

A5. Overtime is payable to non-exempt employees for all hours actually worked in excess of 40 hours in the FLSA workweek at the FLSA overtime rate.

VII. Reporting Furlough Time

Q1. How do employees record Mandatory Furlough hours on their timesheet?

A1. Employees will use the Mandatory Furlough Time Reporting Code - MFP (Mandatory Furlough Program).

Q2. How do employees record work time on a designated Mandatory Furlough day when they are using credit for Voluntary Furlough days taken?

A2. Employees who work on a day designated as Mandatory Furlough due to credit earned from either the Voluntary Furlough or Voluntary Contribution program must use the Time Reporting Code – RMF (Regular Hours Worked During Mandatory Furlough).

Q3. How does an employee on paid leave who has balances record time on day(s) that have been designated as Mandatory Furlough?

A3. An employee on paid FMLA/CFRA will record a day(s) designated as Mandatory Furlough recorded as - MFPF (Mandatory Furlough Program – FMLA). This code can only be used for an employee (Management/SEIU) on paid FMLA/CFRA during the Mandatory Furlough, but cannot use his/her balances. However, the Time Reporting Code captures the amount of FMLA/CFRA entitlement an employee has taken.

VIII. Leave of Absences (including Time Served for Jury Duty and Bereavement Leave)

Q1. If an employee is on an unpaid leave, and is reported as AWOP, can the AWOP hours be counted as Mandatory Furlough time?

A1. No. Employees on an unpaid leave will have their furlough obligation suspended for the duration of the unpaid leave. Their furlough obligation will restart once they return to a paid status and be in proportion to the regular furlough requirements of other similarly situated employees.

Q2. Are employees on a paid leave of absence required to take scheduled Mandatory Furloughs?

A2. Yes.

Q3. How do Mandatory Furlough days affect a leave of absence under the County's Family and Medical Leave (FMLA and CFRA) policies?

A3. The Mandatory Furlough does not affect an employee's entitlement to FMLA/CFRA leave.

Q4. Can a Mandatory Furlough be rescheduled by the Department Head, if the employee is required to take a FMLA/CFRA Leave?

A4. Yes. A Department Head has the authority to reschedule a Mandatory Furlough for an employee who may be required to take a leave of absence.

Q5. Are employees allowed to use vacation leave if they take a Pregnancy Disability Leave (PDL)?

A5. Yes, employees on PDL are allowed and may elect to use only vacation leave balances toward their PDL leave; otherwise the leave will be unpaid.

Q6. Will a Mandatory Furlough be rescheduled if an employee is required to take a Military Leave?

A6. Employees on Military Leave will have their furlough obligation suspended for the duration of their leave. Their furlough obligation will restart once they return to a paid status and be in proportion to the regular furlough requirements of other similarly situated employees.

Q7. If an employee is placed on a paid/unpaid suspension, is their Mandatory Furlough time prorated?

A7. No. The Mandatory Furlough period will not be suspended during the suspension period, and the employee will be required to complete the Mandatory Furlough hours requirement during the remainder of the fiscal year.

Q8. What happens if an employee is required to attend Jury Duty and the employee's Jury service date(s) fall on a designated Mandatory Furlough day?

A8. Employees will be required to participate in the Mandatory Furlough while serving Jury Duty.

Q9. Will employees be required to take Mandatory Furlough during Bereavement Leave?

A9. Yes. Employees will be required to participate in the Mandatory Furlough while on Bereavement Leave. Days taken for the Mandatory Furlough will not be counted against an employees' Bereavement Leave entitlement.

VIII. Leave Accruals

Q1. Will Mandatory Furlough affect an employee's leave accrual (i.e. Annual leave, vacation, sick leave, etc.)?

A1. No.

Q2. Can an employee use Annual leave, vacation, sick leave, compensatory time (CTO), or holiday banked time on a Mandatory Furlough day?

A2. No.

Q3. What happens if an employee has a pre-approved vacation on a day or days when the Mandatory Furloughs are implemented?

A3. Employees will be required to take designated furlough day(s) during their vacation according to the department's furlough schedule and will not be allowed to use leave accruals for days designated as Mandatory Furlough.

X. Holidays

Q1. Exempt Management employees normally receive some holidays paid at 9 hours (if they work the 9/80 schedule) or 10 hours (if they work the 4/10 schedule). Will this change to 8 hours if they are non-exempt?

A1. Yes. Exempt Management employees will be paid for 8 hours of holiday during the Mandatory Furlough period when they are non-exempt. All non-exempt employees on an alternative work schedule (9/80 or 4/10, etc) of more than (8) hours a day, shall use accrued Annual leave, vacation, holiday, or compensatory time off to make up the required hours in excess of eight (8).

Q2. If a County holiday falls on my 9/80 day off during a Mandatory Furlough period, will I bank holiday time?

A2. Yes, provided you meet the eligibility to bank holiday time.

Q3. What if a designated Mandatory Furlough day is the day before a holiday or after a holiday?

A3. In this event, employees will still be eligible for the paid holiday, even if they take a Mandatory Furlough on the work day immediately before or after a holiday.

Q4. Will employees be paid for all County holidays that occur during a Mandatory Furlough?

A4. Yes. Employees will be paid for all County holidays that occur during a Mandatory Furlough period, provided they meet the eligibility to be paid for the holiday. If the employee works a 9/80 schedule and the holiday falls on the day they would have worked, the employee will be paid for the holiday.

XI. Benefits and Retirement

Q1. Will Mandatory Furlough days affect an employees health and dental benefits?

A1. No. Employees subject to Mandatory Furlough will maintain the same level of County benefit coverage.

If a Mandatory Furlough period is required in excess of a full pay period, employees will be responsible for arranging payment(s) of the required employee contributions during the affected pay period(s). In the event payment arrangements are not established, unpaid premiums will be deducted from future payroll warrants until all required premiums are collected.

Q2. Is Mandatory Furlough a qualifying event for employees to change their health plan elections (e.g. medical, dental, vision, life insurance, etc)?

A2. No. Mandatory Furlough is not a qualifying event under the IRS Section 125 guidelines.

Q3. If participating in the Mandatory Furlough Program results in a reduction in child care expenses, can an employee reduce their Flexible Spending Account (FSA) child care election?

A3. Yes, the FSA election can be changed due to a change in work schedule, which is a qualifying reason allowed under the Internal Revenue Service (IRS) Section 125 code. An employee may choose to make a change to their FSA election within 60 days of the change in schedule; the revised election will be effective the next payroll period after the FSA change request is received by Human Resources.

Q4. If an employee elects the Voluntary Contribution option, is the election a qualifying event to make health plan (medical, dental, vision, and life insurance) changes?

A4. Yes. A significant change in cost or contributions triggers a qualifying event permitting employees to make election changes that are consistent with the event. The election change must be made within 60 days of the qualifying event date. Questions regarding employee's benefits should be directed to the Benefits Hotline at (951) 955-4981.

Q5. How will Mandatory Furloughs affect employees who are contributing to the Deferred Compensation Plan?

A5. Employees' contributions to the Deferred Compensation Plan are a flat dollar amount that employees have elected and will not be reduced due to the Mandatory Furlough. Employees may voluntarily elect to reduce their contributions to the Plan at any time.

Q6. What effect will a Mandatory Furlough have on my pension benefit?

A6. In most cases, it will not affect employees pension benefit. However, it may affect credits if an employee's retirement date is within twelve months. It takes ten months of full-time employment or 1,720 hours worked within a fiscal year (July-June) to equal one year of CalPERS service credit, so an employee should be careful not to exceed two months of Voluntary and Mandatory Furlough within a fiscal year.

Additionally, when an employee applies for retirement, the final compensation is calculated based on the highest average annual compensation in a one (1) year period. Compensation earnable is comprised of basic pay rate and special compensation. A furlough does not change pay rate. However, a furlough could reduce special compensation amounts paid as a factor of earnings (e.g., Reporting the Value of Employer Paid Member Contributions). Therefore, in some cases final compensation could be reduced, but only for members with earnings-based special compensation whose highest one (1) year period at retirement includes furlough time.

Employees electing to retire in 2009 or 2010 should carefully consider which final compensation period they elect on their retirement application. Employees are able to verify CalPERS service credit or highest salary reported by contacting CalPERS at (888) 225-7377.

Q7. Will an employee be required to participate in the Mandatory Furlough if they plan to retire on or before December 31, 2009?

A7. Yes, employees who plan to retire in the same fiscal year of a Mandatory Furlough will be required to participate, but they may use all leave banks, except sick leave, to receive payment for Mandatory Furlough hours.

Q8. What if an employee cancels their retirement after they've used their banked leave toward Mandatory Furlough?

A8. The amount of paid leave that was used to cover the Mandatory Furlough time during that fiscal year will be deducted from the employee's leave balances at the end of the fiscal year unless the employee meets the furlough requirement during the fiscal year.

Q9. Will an employee who plans to retire need to notify the Human Resources Retirement Division of his or her intent to retire and decision to use banked leave during the fiscal year a Mandatory Furlough is declared?

A9. Yes, employees who plan to retire and use banked leave during the fiscal year a Mandatory Furlough is declared must submit their intent to retire. Employees must notify their department to appropriately track and credit Mandatory Furlough hours. The Intent to Retire form is located on the Human Resources website in the HR Toolbox on the Workforce Exchange website at www.workforceexchange.net.

XII. Pay Warrants

Q1. Will the Mandatory Furlough days affect employees' salary?

A1. Participation in the Mandatory Furlough will reduce immediate take-home pay. Although employees' pay rate will remain the same, they will not be paid for Mandatory Furlough days.

Q2. Will furlough hours be tracked and reflected on pay warrants?

A2. Yes, employees regular hours worked and furlough hours will be reported separately on their pay warrants. The pay codes will be reflected on the pay warrants as follows:

- ◆ REG = Regular;
- ◆ MFP = Mandatory Furlough Program;
- ◆ RMF = Regular Hours Worked During Mandatory Furlough (used when getting credit for Voluntary Furlough); and
- ◆ MFPP = Mandatory Furlough Program FMLA.

XIII. Miscellaneous Questions

Q1. Will the Mandatory Furlough days affect an employees' seniority date used for the purpose of determining the order of layoffs?

A1. No.

Q2. What process should a Management/SEIU employee follow to obtain approval to work a job outside of the County?

A2. Employees should review the County's Outside Employment Guidelines and complete the Outside Employment Request Form located on the Human Resources website in the HR Toolbox on the Workforce Exchange website at www.workforceexchange.net.

Q3. Are employees eligible for unemployment insurance on Mandatory Furlough days?

A3. Probably not, since most County jobs pay more than the weekly unemployment benefit amount.

Eligibility for unemployment compensation is determined by the California Employment Development Department (EDD). Benefits are provided to persons whose total weekly wages are LESS THAN what EDD calculates as the weekly benefit amount. The current maximum unemployment weekly benefit amount is \$450. The wages earned by an employee in a 32-hour week will probably exceed the weekly benefit amount the employee would be eligible for under the State's regulations. Employees should contact EDD at 1-800-300-5616 for further information regarding unemployment compensation.

Voluntary Furlough FAQ's

Q1. Who is eligible to participate in the Voluntary Furlough and Voluntary Contribution Furlough Programs?

A1. All regular County employees who have completed at least two pay periods of employment may request to participate in the programs. Seasonal, Temporary, TAP and Per Diem employees may not participate in the program at this time.

Q2. What are the options under the Voluntary Furlough Programs?

A2. Employees have two options to elect under the Voluntary Furlough Programs. The options are:

A) Voluntary Furlough Program

There are two ways to participate in this program:

- 1) Reduce the number of hours in a scheduled workday or work week for a three month period or longer; or
- 2) Schedule a block of time off as unpaid leave (requires a minimum of two consecutive workdays off).

Note: FLSA exempt employees may not select the reduced workday option, but they may reduce their work week on a bi-weekly basis.

B) Voluntary Contribution Furlough Program

There are two ways to participate in this option:

- 1) Waive the County's contribution toward the Flexible Benefits Credit; or
- 2) Waive the County's contribution toward the County Car Allowance

Q3. Can an employee enroll in the Voluntary Programs at any time?

A3. Yes. Approved requests for a three month period or more must be submitted to Human Resources by 5:00 p.m. on pay week Thursday to begin participation in the following pay period.

Q4. Can employees work overtime in the same pay period in which they elect to Voluntary Furlough?

A4. Employees participating in the Voluntary Furlough should not work overtime in the week they furlough unless the Department Head deems overtime is necessary to meet business needs. Hours furloughed under the Voluntary Furlough Program are neither considered regular hours worked for the purposes of determining overtime nor are they counted towards eligibility for certain retention premiums.

Q5. What if a designated furlough day is the day before a holiday or after a holiday?

A5. Employees will still be eligible for the paid holiday, even if they take a Voluntary Furlough the day before or after a holiday.

Q6. Will an employee be paid for the holiday if a County holiday falls within a Voluntary Furlough *scheduled block of time* that an employee has requested?

A6. No. If an employee has requested a scheduled block of time as Voluntary Furlough and a County Holiday falls on one or more of the scheduled Voluntary Furlough days, the employee will not be paid for the holiday(s).

Example: An employee requests the week of November 9th through November 13th off as a scheduled Voluntary Furlough block of time. Since November 11th (County Holiday - Veteran's Day) falls within the employee's scheduled Voluntary Furlough block of time, the employee would not be paid for the Holiday. In this instance, the holiday would be recorded as a Voluntary Furlough day.

Q7. If participating in the Voluntary Furlough Program results in a reduction in child care expenses, can an employee reduce their Flexible Spending Account (FSA) child care election?

A7. Yes, the FSA election can be changed due to a change in work schedule, which is a qualifying reason allowed the Internal Revenue Service (IRS) Section 125 code. An employee may chose to make a change to their FSA election within 60 days of the change in schedule; the revised election will be effective the next payroll period after the FSA change request is received by Human Resources.

Q8. Will taking unpaid time off affect retirement credits?

A8. In most cases, it will not affect retirement credits. However, it may affect credits if an employee's retirement date is within twelve months, or if an employee takes more than 160 hours of unpaid time off within a six-month period. It takes ten months of full time employment or 1,720 hours to equal one year of CalPERS service credit, so an employee should be careful not to exceed two months of furlough/unpaid time.

Additionally, when an employee applies for retirement the final compensation is calculated on their highest average monthly pay rate for a one (1) year period. Employees electing to retire in 2009 or 2010 should consider electing a final compensation period outside of the furlough period on their retirement application. Employees are able to verify CalPERS service credit or highest salary reported, by contacting CalPERS at (888) 225-7377.

Q9. Can an employee's Department cancel a Voluntary Furlough election due to work needs?

A9. Departments are encouraged to determine work needs before approving a Voluntary Furlough request. The Department Head has the authority to cancel the Voluntary Furlough agreement due to work needs, special or emergency situations.

Q10. What documentation is required if an employee requests to reduce or cancel their participation in the Voluntary Furlough due to personal hardship?

A10. All requests to reduce or cancel participation will be evaluated by the employee's Department on a case-by-case basis. Departments may require the employee to provide documentation of hardship based on the employee's specific situation.

Q11. Will the Voluntary Furlough Program affect employees' benefits?

A11. Employees participating in a Voluntary Furlough program will be allowed to maintain their same level of County benefit coverage prior to their furlough. Employees will continue to receive flexible benefit allowance, medical, dental, vision, and life insurance coverage during the furlough period.

If the furlough period is taken in excess of a full pay period, employees will be responsible for arranging payment(s) of the required employee contributions during the affected pay period(s). In the event payment arrangements are not established, unpaid premiums will be deducted from future payroll warrants until all required premiums are collected. In the case of a separation or resignation following a furlough period, employees will be liable for full repayment of unpaid premiums.

Q12. How will an employee's pay be affected if they participate in the Voluntary Contribution Furlough option?

A12. Participation in the Voluntary Contribution Furlough will reduce immediate take home pay.

Q13. Can an employee's request to participate in the Voluntary Furlough Program or Voluntary Contribution Furlough Program be denied?

A13. Yes, an employee's request may be denied due to departmental work needs, insufficient earnings to cover normal payroll deductions, the employee has not been employed for at least two full pay periods, or the employee is not in a paid status at the time of enrollment and on the workday prior to the first day of taking time off for the Voluntary Furlough.

Q14. Can an employee request to take a Voluntary Furlough in lieu of taking FMLA/CFRA/PDL?

A14. No. An employee may not substitute Voluntary Furlough for FMLA/CFRA/PDL.

Q15. Can an employee's Voluntary Furlough request be cancelled by the Department Head, if the employee elects or is required to take FMLA, CFRA, PDL and/or Military Leave, during a period that an employee has previously requested Furlough?

A15. Yes. A Voluntary Furlough will be suspended if an employee elects or is required to take FMLA, CFRA, PDL, and/or Military Leave during a scheduled Voluntary Furlough period.

Q16. Will employees receive credit for Voluntary Furloughs when the County moves to Mandatory Furlough?

A16. Yes, County employees covered by the Management Resolution and represented by SEIU who elect to participate in the Voluntary Furlough Program will receive credit for time previously taken.

Example: Justin elected to participate in the Voluntary Furlough Program. Justin elected to take two days off during the month of March in anticipation of a Mandatory Furlough. On August 1, Justin was informed by his Department Head, that his department will be closed on Fridays as a result of the Mandatory Furlough. Since Justin has credit for two days of Voluntary Furlough, he would be allowed to:

- 1) Make alternative work arrangements with the Agency or Department Head for 16 hours during the weeks of the Friday closure; or
- 2) Use leave balances (e.g. vacation, compensatory time, holiday banked leave) to cover part of the period of the closure based on credit received from the Voluntary Furlough period; or
- 3) Participate in the Mandatory Furlough period without pay.

Voluntary Furlough credit earned from the Flexible Benefit Contribution or the County Car Allowance options will be converted to hours of credit based on the conversion formula:

$$\text{Conversion Formula} = \frac{\text{Employee's Bi-weekly Flexible Benefit Contribution}}{\text{Employee's Hourly Rate}}$$

or

$$\frac{\text{Employee's Bi-weekly Car Allowance}}{\text{Employee's Hourly Rate}}$$

Q17. Will an employee's position with the County be protected if they participate in the Voluntary Furlough and Contribution Programs?

A17. No. Although participation in the Furlough program will assist with the overall wage obligations of the County, it does not exclude participating employees from future layoffs.