

DIVISION OF MENTAL HEALTH AND DEVELOPMENTAL SERVICES  
POLICY # HR-2.11 FURLOUGH LEAVE

Page 1 of 16

**Policy:** The Division of Mental Health and Developmental Services (MHDS) will comply with all State of Nevada regulations regarding furlough leave. All MHDS Supervisors will ensure the furlough leave policy provides adequate coverage so that client care, safety, well-being, and security of Division clients and employees are prioritized. This furlough policy supersedes program specific guidelines if conflict arises.

**Purpose:** The purpose of the policy is to ensure the Division of Mental Health and Developmental Services complies with requirements for an furlough program in accordance with the provisions of Senate Bill 505 (2011 Legislative Session); as well as the Department of Health and Human Services Furlough Leave Policy which is hereby incorporated by reference. See Attachment A.

**References:** Senate Bill 505-Legislative Session 2011; NAC 284; DHHS Furlough Leave Policy, Department of Personnel's FAQ's 011 Department of Administration's All Agency Memorandum #2011-19

**I. EMPLOYEES REQUIRED TO TAKE FURLOUGH LEAVE:**

**A. ALL EMPLOYEES**

All employees whether classified or unclassified, must participate in the furlough program regardless of:

- 1) The source of funding for the position;
- 2) Whether the position is full-time, part-time or intermittent;
- 3) The type of position (i.e., permanent, special project, temporary, seasonal, intermittent);
- 4) The status of appointment (i.e., probationary, permanent, trial period, provisional, emergency, temporary, special disabled).

**B. CLASSIFIED EMPLOYEES**

Full-time non-exempt classified employees must take forty-eight (48) hours per fiscal year of furlough leave. Furlough leave may be taken in minimal increments of four (4) hours unless business necessitates otherwise, or in one increment of eight (8) hours.

Full-time employees must take forty-eight (48) hours of furlough leave each fiscal year in an incremental manner outlined below:

- 1) By September 30<sup>th</sup> a minimum of 12 hours furlough leave

- 2) By December 31<sup>st</sup> a minimum of 24 hours of furlough leave
- 3) By March 31<sup>st</sup> a minimum of 36 hours of furlough leave
- 4) By June 30<sup>th</sup> a total of 48 hours furlough leave

**C. EXEMPT EMPLOYEES (CLASSIFIED & UNCLASSIFIED)**

Exempt unclassified employees (exempt from overtime requirements of the Fair Labor Standards Act - FLSA) temporarily lose their exempt status during the week any furlough leave is taken. This means during the week the furlough leave is taken the employee will be treated as an hourly employee, must account for each hour worked. For furlough weeks exempt employees must account for each hour worked, must report any partial day absences, and not work more than 32 hours (including holiday, annual or sick leave). If the exempt employee will be working over eight (8) hours in one day, a variable workweek agreement should be signed and maintained in the employee's personnel file.

**D. PART-TIME OR INTERMITTENT EMPLOYEES**

A part-time or intermittent employee is required to take, on an annual basis, furlough leave that is equal to the average number of hours worked per working day multiplied by six (6). A part-time unclassified employee must take the appropriate portion of an 8-hour day as furlough leave each month, based on his/her standard schedule, in a single workday (e.g., a .75 FTE would take six (6) hours of furlough leave on one day).

The average number of hours worked per working day for a part-time or intermittent employee will be calculated by adding together the number of hours the employee worked or was in paid leave status the prior month and dividing the total by the number of working days in the month (e.g., an employee who works five (5) hours a day Monday through Thursday would be calculated as 80 hours/20 days = 4 hours furlough leave to be taken the following month). For an employee's first month of employment, the average number of hours worked will be calculated based on the employee's established schedule. In subsequent months, an employee who works added regular time (ADRT) would be required to take additional hours of furlough leave based on the calculation for the prior month as described above. However, no ADRT can be scheduled in the same pay period as furlough leave is taken.

**E. NEW EMPLOYEES/TERMINATING OR TRANSFERRING EMPLOYEES**

A new employee in state service will only be responsible for the proportional number of hours or days of furlough leave remaining in the fiscal year.

The requirement to take furlough leave will begin in the first full month of an employee's employment. (e.g., if an employee begins employment on July 1, the requirement to take furlough leave begins in July; if an employee begins employment July 2, the requirement to take furlough leave begins in August).

An employee who is transferring out or terminating may have taken a furlough day prior to his last day of employment. There is no cash value for furlough leave. If an employee leaves state service and has taken more than the equivalent of eight (8) hours of furlough leave per month, the employee will not be reimbursed the difference. If the employee transfers out of the Division prior to taking furlough leave for the month, the position must remain vacant a sufficient period of time to achieve the corresponding amount in salary savings. If an employee transfers out of the Division, but remains a State employee, and has already taken the appropriate amount of furlough leave for the month, the employee will not be required by the receiving agency to take additional furlough leave in the same month.

**F. FURLOUGH LEAVE AND FMLA, CAT LEAVE AND OTHER EXTENDED LEAVE**

If an employee is on FMLA, Catastrophic Leave, Administrative Leave, worker's compensation leave or any other long-term leave, he/she is not exempt from the requirement to take monthly furlough leave. Employees in these situations need to identify which day during the month they will take their furlough and notify their Supervisor of their decision. If the employee does not notify his/her Supervisor of his/her choice, the Supervisor will be authorized to choose a day to count as a furlough leave day.

Furlough leave will be counted as time worked for the purpose of determining eligibility under the Family and Medical Leave Act (FMLA). Furlough leave taken during the time an employee is on FMLA qualifying leave will not be counted against an employee's 12-week or 26-week FMLA entitlement.

## II. ADMINISTRATION OF FURLOUGH DAYS

### A. SCHEDULING FURLOUGH DAYS

Furlough days must be pre-planned and pre-approved in accordance with the provisions of this Policy. To the extent practicable, a supervisor and employee shall work together to develop a schedule preferably three (3) months in advance but not less than one (1) month in advance. If a schedule cannot be agreed upon, a supervisor may direct an employee to take furlough leave on a specific day and/or at a specific time, based on the agency and program needs. Each supervisor can approve or deny furlough requests based on the following conditions:

1. Client and staff safety must be the absolute priority when approving furlough leave.
2. Employees must take at least twelve (12) hours of furlough leave per each calendar quarter.
3. Employees must take furlough hours in no less than 4 hour increments.
4. Employees cannot take more than eight (8) hours of furlough leave within a single pay period.
5. Employees cannot get behind in taking their furlough leave. Supervisors will be responsible for ensuring that their employees take their furlough leave and do not fall behind and create a deficit.
6. 24-Hour Facilities - Direct Care Staff.

In MHDS 24-hour facilities the Hospital Administrator/Director must determine the appropriate client census, appropriate level of client service, and client to staff ratio for each program/unit.

- (a) In 24-hour facilities, the Hospital Administrator/Director may consider reducing required staffing standards or establish an appropriate bed capacity based on the number of non-furlough staff who will be available each day.
- (b) Changes in employee schedules may be made to accommodate staffing requirements. Any schedule changes will be completed in compliance with the Division's Personnel Policy and Procedure Manual.

DIVISION OF MENTAL HEALTH AND DEVELOPMENTAL SERVICES  
POLICY # HR-2.11 FURLOUGH LEAVE

Page 5 of 16

- (c) On-call/substitute employees may be employed to staff the 24-hour facilities while employees are on furlough leave; however, the payment of wages for such employees must be deducted from any funds the Division has reserved for payment of overtime costs associated with maintaining staffing standards. The 24-hour facilities may also utilize the on-call/substitute employees to cover other leave usage, including sick leave, annual leave, FMLA, catastrophic leave, worker's compensation leave,

and other extended leaves to reduce the cost of facility overtime. This provision may not be used to cover leave time for exempt unclassified or classified employees.

Each Supervisor is responsible for creating a furlough leave calendar/schedule for his/her program area. Employees who do not work in 24-hour facilities are to record their proposed scheduled furlough leave on the calendar/schedule. Supervisors and employees who work in 24-hour facilities must follow the above procedure; however, they may do so every sixty (60) days rather than a quarterly basis. Each Hospital Administrator/Director/Supervisor is responsible for reviewing the furlough leave calendar/schedule for his/her respective program(s) and ensuring adequate coverage, client care, safety, well-being, and security. Once the Supervisor approves the calendar/schedule, the Supervisor, after review and approval by the Hospital Administrator/Director will notify the employee the schedule has been approved in writing or by signing the hard copy leave slip. Copies of the approved quarterly calendar/schedule must be provided to the Supervisor's respective:

- Deputy Administrator
- Payroll Clerk
- Regional Personnel Analyst
- Administrative Services

Employees cannot get behind in taking their furlough leave. Hospital Administrators/Directors and Supervisors will be accountable for ensuring that their employees take their furlough leave monthly and do not fall behind and create a deficiency.

**B. REQUESTING LEAVE AND TIMESHEET CODE**

Before the furlough calendar/schedule is created, the supervisor must have an employee elect his/her preferred leave date on the internal calendar or a hard copy leave request form. After the program specific furlough calendar/schedule is approved by the Supervisor, an employee should be notified his/her leave request is approved on the hard copy leave approval form or in writing from the supervisor. Each Supervisor is responsible for approving furlough leave for every employee that he/she supervises in the NEATS system or on the hard copy leave form.

Employees will code their leave request/timesheets with **UFRLO** when using furlough leave. An employee will request furlough leave in the same manner (manual form or through NEATS) as they use to request other types of leave. After a modification to the NEATS system is completed in August, an employee will be able to review the amount of furlough time taken using the system.

**C. OVERTIME, COMPENSATORY TIME AND ANNUAL LEAVE**

In accordance with NAC 284, paid overtime, comp time, standby pay, added regular time, or call back will not be allowed in the same pay period as furlough leave. Paid leave time may not be substituted for a furlough leave day nor can furlough leave be substituted for an AWOL day.

Employees should not be scheduled or approved for overtime for pay or for comp, standby pay, or be called back to work any time during the pay period that the employee is scheduled to take furlough leave. Nor should an employee be scheduled to work additional hours during a pay period the employee is scheduled to take furlough leave with the intent that the employee will record a temporary change to the days and hours worked.

Each Hospital Administrator/Director and Supervisor must review the timesheet to ensure that no overtime, compensatory time, standby pay, added regular time, or call back pay was used during a furlough pay period. If an employee takes a day off on furlough, then works overtime for pay or for comp, standby, added regular time, or call back during the same pay period, the furlough day will be changed to annual leave. The employee must then take another day during that month to act as his/her furlough day.

Furlough leave is not considered as time worked for the purpose of determining whether an employee has worked overtime. Hospital Administrators/Directors and Supervisors must ensure that the purpose of

the furlough leave program is not negated by inappropriate scheduling practices. This would include allowing an employee to “bank” annual leave rather than scheduling it to be used throughout the year thus allowing the employee to request to be paid off for annual leave hours accrued in excess of 240 hours. Employees must manage their annual leave in respect to their furlough leave. No annual leave “lose it or use it” payoffs will be approved because employees were not allowed to take annual leave due to a lack of coverage due to furlough days.

Hospital Administrators/Directors and Supervisors are responsible for making sure employees take both their furlough days and enough annual leave to keep them out of a “use or lose” situation.

**D. WORK RESTRICTIONS**

Employees cannot work at all during their furlough leave. No work of any kind relating to state employment may be performed during the leave time in order for it to be considered furlough leave. This prohibition includes working at home, monitoring e-mails and telephone messages, and responding to inquiries from work. Supervisors should not contact employees in any way when they are on furlough leave or that time will not ultimately count as furlough leave.

If an employee is called into work on his/her furlough leave day, once work begins the employee’s time is no longer counted against the furlough liability. While on furlough, the employee is not allowed to be on standby.

**E. REQUIRED MESSAGES FOR FURLOUGH LEAVE**

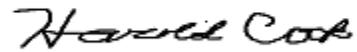
On days when employees are scheduled for furlough leave, they are required to leave a message on their voice mail and e-mail indicating they are on leave and that they will not be checking their e-mail or voice mail and referring callers to someone who can help them in the event of an emergency.

**F. WHAT HAPPENS IF AN EMPLOYEE DOES NOT TAKE FURLOUGH LEAVE BY THE LAST DAY OF THE MONTH**

Failure to take furloughs by the required timelines will result in corrective action.

DIVISION OF MENTAL HEALTH AND DEVELOPMENTAL SERVICES  
POLICY # HR-2.11 FURLOUGH LEAVE

Page 8 of 16



---

ADMINISTRATOR

ATTACHMENTS:

A: DHHS Furlough Leave Policy

EFFECTIVE DATE: 07/01/09

REVISED / REVIEWED DATE: 07/06/11, 08/23/11

SUPERSEDES: # 5.031 - FURLOUGH LEAVE

APPROVED BY MHDS ADMINISTRATOR: 08/25/2011

APPROVED BY MHDS COMMISSION: 09/16/2011

## FURLOUGH POLICY ACKNOWLEDGEMENT



State of Nevada  
Department of Health & Human Services  
Division of Mental Health &  
Developmental Services

---

EMPLOYEE NAME: \_\_\_\_\_

EMPLOYEE ID#: \_\_\_\_\_

DEPT/DIV/AGENCY/ORG#: \_\_\_\_\_

I have read and understand the *Mental Health and Development Services Furlough Leave Policy*.

EMPLOYEE SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

SUPERVISOR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**ATTACHMENT A**

**DEPARTMENT OF HEALTH & HUMAN SERVICES  
FURLOUGH LEAVE POLICY**

**POLICY**

The Department of Health and Human Services (DHHS) requires that each division comply with the requirements for a furlough program in accordance with the provisions of Senate Bill 505 (SB 505) of the 76<sup>th</sup> Session of the Nevada Legislature, the corresponding regulations, and the requirements established by DHHS.

**GENERAL OVERVIEW AND REQUIREMENTS**

**Furlough Program**

The furlough program was originally established by legislation in 2009 and has been extended, with modification, by SB 505 to continue into the next biennium. Each full-time employee must take 48 hour of unpaid furlough leave each fiscal year. Employees who work less than full time are required to take a proportionate amount of unpaid furlough leave. The furlough program is in effect from July 1, 2011 through June 30, 2013. The furlough program was adopted by the legislature in addition to a reduction of 2.5% to the salaries of state employees.

Except as otherwise provided by any regulations that may be adopted by the Personnel Commission, an employee who is on furlough leave is considered to have worked that day or portion of a day, as applicable, for all purposes except payment of salary and determination of overtime, including:

- Accrual of sick and annual leave;
- Determining an employee's pay progression date;
- Continuity of service and years of service relative to the longevity pay program;
- Duration of a probationary period;
- Determining the eligibility for holiday pay if the shift immediately precedes a holiday;
- Seniority for all purposes, including layoffs;
- The Public Employees' Benefit Program (PEBP); and
- The Public Employees' Retirement Program (PERS), including for the purposes of contributions to PERS subject to the requirements set forth in SB 505. An employee on the employee/employer paid retirement plan is responsible for his share of the retirement contribution for the furlough time.

Each division administrator is responsible to ensure the division complies with the requirements of the furlough program within the funding allocated for salaries in the division's budget.

DIVISION OF MENTAL HEALTH AND DEVELOPMENTAL SERVICES  
POLICY # HR-2.11 FURLOUGH LEAVE

Page 11 of 16

**Employees Required to Take Unpaid Furlough Leave**

Each employee holding a position in the classified, unclassified, or non-classified service must participate in the furlough program regardless of:

- a) the source of funding for the position;
- b) whether the position is full-time, part-time or intermittent
- c) the type of position (i.e., permanent, special project, temporary, seasonal, intermittent)
- d) the status of appointment (i.e., probationary, permanent, trial period, provisional, emergency, temporary, special disabled).

DHHS does not have any employees in the non-classified service.

Full-time Employees

Full-time employees must take 48 hours of furlough leave each fiscal year in an incremental manner outlined below:

- 5) By September 30<sup>th</sup> a minimum of 12 hours furlough leave
- 6) By December 31<sup>st</sup> a minimum of 24 hours of furlough leave
- 7) By March 31<sup>st</sup> a minimum of 36 hours of furlough leave
- 8) By June 30<sup>th</sup> a total of 48 hours furlough leave

Part-time or Intermittent Employees

Part-time or intermittent employees must take a number of hours each fiscal year which is equal to the average number of hours worked per working day multiplied by 6. For example, a part-time employee who works a .51 fulltime equivalent schedule, without exception, must take 24 hours and 30 minutes of furlough leave each fiscal year. A part-time employee who works a .75 fulltime equivalent schedule, without exception, must take 36 hours of furlough leave each year.

A part-time or intermittent employee must take each quarter the number of hours of furlough leave that is equivalent proportionally to the requirement for a full-time employee as outlined below:

- 1) By September 30<sup>th</sup> a minimum of  $\frac{1}{4}$  of the required hours of furlough leave
- 2) By December 31<sup>st</sup> a minimum of  $\frac{1}{2}$  if the required hours of furlough leave
- 3) By March 31<sup>st</sup> a minimum of  $\frac{3}{4}$  of the required hours of furlough leave
- 4) By June 30<sup>th</sup> the total required hours of furlough leave.

The average number of hours worked per working day for an intermittent employee in DHHS will be calculated by adding together the number of hours the employee worked or was in paid leave status each month and dividing the total by the number of working days in the month (e.g., an employee who works 5 hours a day Monday through Thursday would be calculated as 80 hours/20 days = 4 hours average per working day). For an employee who works added regular

DIVISION OF MENTAL HEALTH AND DEVELOPMENTAL SERVICES  
POLICY # HR-2.11 FURLOUGH LEAVE

Page 12 of 16

time (ADRT), the division must verify at the end of each quarter that a sufficient amount of furlough leave has been taken.

Exempt Employees

Exempt unclassified or classified employees (exempt from overtime requirements of the Fair Labor Standards Act – FLSA) temporarily lose their exempt status during the week any furlough leave is taken. This means during the week the furlough leave is taken the employee will be treated as an hourly employee, must account for each hour worked, must report any partial day absences, and is eligible for overtime compensation for pay for any overtime hours worked. If the exempt employee will be working over 8 hours in one day, a variable workweek agreement should be signed and maintained in the employee's personnel file.

If there are questions whether an unclassified position is exempt, please refer to the "overtime exempt" column on the unclassified employee compensation schedule.

Classified exempt classes in DHHS include Clinical Program Manager 3; Licensed Psychologist; Deputy Administrator, Health; Deputy Administrator, Welfare and Supportive Services. If there are questions whether a classified position is exempt, please refer to the Department of Personnel's Classification and Compensation Plan.

**Incremental Use of Furlough Leave**

The smallest increment of time in which a full-time exempt or non-exempt employee in DHHS may take furlough leave is 4 hours. A part-time or intermittent employee must take an appropriate proportional amount of furlough leave (e.g., a .75 FTE would take leave in 3 hour increments -  $4 \times .75 = 3$ ).

Employees are also limited to taking no more than 8 hours of furlough leave in a pay week. An employee whose standard workday is longer than 8 hours may take 8 hours of furlough leave in a single workday and must make up the difference of his shift by using accrued annual leave, accrued compensatory time or by adjusting his schedule, with the pre-approval of his supervisor.

A division administrator or the Director may grant, on an exception basis, requests to use more than the quarterly minimum amount of furlough leave if such use is beneficial for division operations. An employee who terminates employment is not reimbursed for extra furlough hours taken.

**No Work**

No work of any kind may be performed during furlough leave. This prohibition includes working at home, monitoring e-mails and telephone messages, and responding to inquiries from work.

### **Beginning/Ending Dates of Requirement**

The requirement to take furlough leave begins the first full month of an employee's employment (e.g., if an employee begins employment on July 1, the requirement to take furlough leave begins in July; if an employee begins employment July 2, the requirement to take furlough leave begins in August). The employee is only responsible for the proportional amount of the furlough requirement remaining in the fiscal year. For example: a full-time employee begins work on August 15, 2011. The employee would be required to take 4 hours of furlough leave in September and 36 hours over the remainder of the fiscal year.

An employee who is terminating may have taken more furlough leave than would have been required prior to his last day of employment. If so, the employee will not be reimbursed as the employee did not perform any work during those hours. If the employee leaves the position prior to taking the amount of furlough leave required for the quarter, the position must remain vacant a sufficient period of time to achieve the corresponding amount in salary savings.

If an employee transfers to a different agency and has already taken the appropriate amount of furlough leave for the quarter, the employee will not be required by the receiving agency to take additional furlough leave in the same quarter.

### **Considerations for Scheduling of Furlough Days**

Employees may schedule furlough leave in the same manner as annual leave is scheduled by providing a request for furlough leave at least one month in advance to their supervisor.

Division administrators must consider what scheduling of furlough leave best serves the operational needs of their division and a requirement may be established for a minimum number of staff to be in work status. If multiple requests for furlough leave on the same day cannot be accommodated, the division administrator may deny one or more of the requests in the same manner in which multiple requests for use of annual leave are considered. Division administrators who operate 24-hour facilities may consider required staffing standards and establish an appropriate bed capacity based on the number of non-furlough staff who will be available each day. Changes to employees' schedules may be needed to accommodate staffing requirements. Any schedule changes should be completed in compliance with the division's standard method of assigning work schedules.

Notice through voice-mail messages, e-mail messages, notification to the public, etc. should be arranged, as appropriate when staff are on furlough leave.

Senate Bill 505 contains a provision which provides that the Board of Examiners can determine which positions within the Executive Branch cannot be subject to furlough leave due to the need to provide services that are necessary to the protection of public health, safety and welfare. Such positions would instead be subject to a 2.3 percent reduction in salary. DHHS, however, will not be seeking exceptions to the requirement for all employees to take furlough leave unless

DIVISION OF MENTAL HEALTH AND DEVELOPMENTAL SERVICES  
POLICY # HR-2.11 FURLOUGH LEAVE

Page 14 of 16

exceptional circumstances exist. Such exceptional circumstances must be documented on the Board of Examiners (BOE) Request for Furlough Exception form available on the Department of Administration's (DOA) website, be signed by the Division Administrator, and submitted to the DHHS Director. If approved by the DHHS Director, the signed exception request will be forwarded to the appropriate DOA budget analyst. Exceptions granted must be reported by BOE to the Interim Finance Committee on a quarterly basis.

Division operating 24-hour facilities may consider employing a contingent of on-call/substitute employees. The payment of wages for such employees must be deducted from any funds the division would normally reserve for payment of overtime cost associated with maintaining staffing standards.

Furlough leave is not considered as time worked for the purpose of determining whether an employee has worked overtime.

A DHHS employee should not be scheduled to work additional hours during a week the employee is scheduled to take furlough leave with the intent that the employee will record a temporary change to the days and hours worked.

An employee is limited to taking no more than 8 hours of furlough leave in a pay week regardless of whether the hours/days occur in different months (e.g., an employee cannot take November 30 as a furlough day for November and December 1 as a furlough day for December because both days occur in the same pay week).

A DHHS employee should not be scheduled for overtime, added regular time, standby pay, or be called back to work in the same pay period the employee is scheduled to take furlough leave. Any exceptions require prior approval of the DHHS Director, the Department of Personnel, and the Budget Division. Such a request must be documented on the Request for Department of Personnel and Budget Division Exception to Furlough Implementation form available on the DOA's website, be signed by the Division Administrator, and submitted to the DHHS Director. If approved by the DHHS Director, the signed exception request will be forwarded to the Department of Personnel. If an exception is granted, the division must implement other methods to ensure furlough savings are achieved. Because the required number of furlough hours has been reduced this biennium, such requests should be minimal.

Completion of the Exception to Furlough Implementation form and same approval process though the DHHS Director would also apply to any request to less than the minimum required usage of unpaid furlough leave each quarter.

Division administrators must ensure that the purpose of the furlough leave program is not negated by inappropriate scheduling practices. Such inappropriate practices include but are not limited to:

DIVISION OF MENTAL HEALTH AND DEVELOPMENTAL SERVICES  
POLICY # HR-2.11 FURLOUGH LEAVE

Page 15 of 16

1) Allowing overtime or compensatory time to be scheduled the same pay period as furlough leave is taken or similar scheduling practices to offset the impact of taking furlough leave.

2) Allowing additional regular pay to be scheduled in the same pay period as furlough leave is taken or similar scheduling practices to offset the impact of taking furlough leave.

3) Allowing employee to “bank” annual leave rather than scheduling it to be used throughout the year thus allowing the employee to be paid off for annual leave hours accrued in excess of 240 hours.

4) Allowing exempt employees to work on their scheduled furlough day

Furlough schedules must be developed for each office/bureau/institution preferably three months in advance but not less than one month in advance to the extent practicable. Furlough leave must be approved in advance using standard leave approval procedures and forms.

The time code used to record furlough leave is UFRLO. An employee should request furlough leave in the same manner (manual form or through NEATS) as they use to request other types of leave.

Paid leave time may not be substituted for a furlough leave day. Furlough leave may not be substituted for an AWOL day. Furlough leave may not be substituted when an employee does not have sufficient accrued sick leave or annual leave to cover an absence.

Employees who are on leave are not exempt from the requirement to take furlough leave, therefore an employee on catastrophic leave, FMLA leave, administrative leave, or worker’s compensation leave is also required to record the appropriate amount of furlough leave during the quarter.

When scheduling furlough leave, an employee may wish to consider the pay period schedule published by Central Payroll and the paycheck from which optional deductions such as insurance and deferred compensation are taken. For example, the paycheck issued August 19, 2011, is compensating employees for time worked between July 25 and August 7. If the majority of an employee’s deductions are taken on the second payday of the month, the employee may instead wish to take a furlough day in the pay period of July 11 through July 24 which would be reflected on the paycheck issued on August 5.

### **Division Policy and Monitoring**

Each division must develop a division furlough leave policy. If different policies are appropriate for individual units or institutions (e.g., hospitals, juvenile correctional facilities) policies specific to those units/institutions must be documented in the overall division policy. The division’s furlough leave policy must be communicated to each employee of the division. One copy of the division policy and any changes to the policy must be provided to the DHHS Deputy Director, Administrative Services by August 16, 2011.

DIVISION OF MENTAL HEALTH AND DEVELOPMENTAL SERVICES  
POLICY # HR-2.11 FURLOUGH LEAVE

Page 16 of 16

Each division administrator is responsible for monitoring furlough leave usage on a monthly basis to ensure the required furlough leave is being taken in the appropriate manner. A Furlough Analysis report is available in the IFS/HR data warehouse to monitor hours taken and the associated salary savings. Additionally, Furlough Edit reports are also provided by the Budget Division each pay period. These reports display exceptions to the furlough policy, such as use of overtime in the same pay period as furlough leave is taken, for which there is not an approved exception form on file.