



# KEAN UNIVERSITY

## **Voluntary Furlough Program**

### Application Procedures

Employer-approved furlough may be taken as long as there is no increase in overtime costs or the need to backfill a position and a loss of anticipated revenue does not occur. Voluntary furlough taken during this time period may be used for any purpose **except** for sick leave, leave without pay due to disability, or to seek or engage in alternative employment. Employees who want to apply for a voluntary furlough should submit an Employee Request for Voluntary Furlough to his/her immediate supervisor. The request should be specific as to the time period and the type of furlough, i.e., hours of the workday, days of the week, and weeks of the month. Requests for voluntary furloughs must be submitted at least two weeks in advance of the desired start date. All requests will be processed on a first come, first served basis.

The immediate supervisor will review the furlough request and forward it, along with a recommendation for approval or denial, to the second level supervisor. (Every consideration will be given to approve requests for furlough, except in instances when the employees' absence would be detrimental to the operation of their particular area of responsibility, or would result in the need for temporary help or overtime.) Denials of furlough requests by a supervisor must be supported by a written explanation to the second level supervisor.

The second level supervisor will review the furlough request and the immediate supervisor's recommendation. He/she will indicate approval or denial of the request and forward it to the appropriate executive staff person for final determination.

Upon approval of the voluntary furlough request, a copy of the request will be forwarded to the Office of Human Resources. The copy should contain all of the specific times that the furlough will be in effect. If there is any change in the details of the furlough, it is the responsibility of the immediate supervisor to notify the Office of Human Resources in writing of any modifications.

The Office of Human Resources will maintain records of all authorized voluntary furloughs in the employees' personnel files.

Specific questions regarding the voluntary furlough program can be directed to the Office of Human Resources, extension 73300.