

Furlough FAQs

The following is a list of frequently asked questions pertaining to UMBC's furlough plan. For additional information please visit www.umbc.edu/hr/furloughplan

1. **What is a furlough?**
A furlough is the placement of an employee in a temporary non-duty, non-pay status for budget-required reasons.
2. **Why are we being furloughed?**
UMBC must reduce the FY'09 budget by \$1.4 million as a part of the current University System of Maryland furlough plan.
3. **Which employees are being furloughed?**
All regular faculty and staff and Contingent II employees who are at least half-time (50% or more) who receive a check through the UMBC payroll are included. Graduate Assistants, student employees, hourly Contingent I, adjunct faculty (part-time instructors), and employees on H-1B visas will not be furloughed.
4. **When will I see the reduction in pay?**
Furlough day pay reduction will occur on the paycheck following the period in which the furlough day was taken. This is standard practice for recording unpaid leave. The actual pay check dates in which furlough reductions will occur can be found on the Furlough Plan Schedule at www.umbc.edu/hr.
5. **Are 100% grant-funded employees subject to furloughs?**
No. Employees on 100% grant-funded positions will not be required to take furlough days.
6. **Am I required to take furlough days if I work off-site?**
Yes. Unless you are 100% grant-funded you will be required to take furlough days.
7. **Are employees allowed to use leave to compensate for the furlough days?**
No. Accrued leave may not be used on or in lieu of a period of furlough.
8. **What happens if I'm currently on pre-approved paid leave during the furlough period?**
You will be required to take the furlough day according to the furlough schedule. If the approved leave extends past the scheduled furlough day, you will be able to continue using accrued leave after the furlough day is taken.
9. **If a furlough day is scheduled on a holiday, what will happen to the holiday leave?**
The holiday hours will continue to be included in your holiday leave balance. The holiday leave hours can be used at any time before the end of the calendar year with the approval of the supervisor.
10. **How will I indicate furlough days on my timesheet?**
Write "furlough" in the section normally used for "time in" "time out" or "duty day".
11. **Can an employee on paid military leave be scheduled for furlough?**
No. Employees on paid military leave may not be scheduled for furloughs but may be furloughed if returning to full duty prior to June 30, 2009.
12. **Can employees use furlough hours on a scheduled day off due to a compressed workweek schedule?**
No. Employees on an alternate work or compressed workweek schedule must take the furloughs on regularly scheduled work days. Work schedules may be adjusted to accommodate the scheduling for furlough days.
13. **What happens if I'm employed partially by UMBC and partially by another USM campus?**
Your UMBC furlough will be based only on your percentage of UMBC employment. You may contact your Payroll Preparer if you have questions.

14. **If I am required to take furlough days, but because of the nature of my job I am required to work on a furlough day, how will I be compensated for my time worked, and when may I take my furlough?**
If you are required to work on a furlough day you must take the furlough day off before the end of the pay cycle in which the furlough day was scheduled. If it is not possible to take the furlough day within the pay cycle, contact your payroll preparer to process the appropriate time entry correction form.
15. **Does the furlough day affect my benefits?**
- 2008 Health benefits will not be affected since there will be no change in your health benefits deductions.
 - Retirement will not be affected since there is no change in your reported annual salary.
 - Leave accrual rates will not be reduced.
 - Supplemental retirement deductions (e.g., 401k, 403b, 457b, if applicable) will not be affected.
 - W-2 information should remain the same for tax purposes since there is no change in your reported annual salary.
16. **Are employees entitled to unemployment benefits to cover the loss of compensation due to the furlough?**
We do not expect that any employee will be eligible to receive unemployment benefits to cover the loss of compensation as a result of the furlough.
17. **What happens if a person leaves UMBC during the period of furlough before taking the appropriate number of furlough hours?**
If an employee leaves the University during this period, no action is necessary to recoup remaining reduction in pay or furlough hours.
18. **How will I determine the salary used to calculate furloughs for faculty on sabbatical leave?**
Furloughs will be based on the actual bi-weekly salary paid during each payroll cycle in which a furlough occurs.
19. **How are furlough days calculated for 9-month faculty?**
All 9-month faculty are paid over 12 months. The furlough days will be based on the 12-month bi-weekly salary.
20. **Will new hires be affected by the furlough plan?**
Anyone hired during the furlough period may be required to participate in the furlough. The number of hours the employee will be furloughed will be determined by the hire date.
21. **Will the payroll adjustments be automatically deducted?**
Yes. The UMBC Payroll Office will create negative adjustments in each cycle that a furlough day occurs.
22. **How can I calculate the amount of my pay adjustment?**
The daily rate is calculated based on your FTE and your bi-weekly pay rate. Your bi-weekly rate can be found on your pay stub under “**current earnings.**” The calculation formula can be found at www.umbc.edu/hr/furloughplan
23. **Whom may I contact if I have additional questions?**
If you have general questions about your pay or FTE, contact your departmental payroll preparer. Faculty with additional questions about the furlough plan should contact Marilyn Demorest @ 5-3150
- Staff with additional questions about the furlough plan should contact
Rochelle Sanders @ 5-3842
Lisa Drouillard @ 5-1791
Sherrell McNamara @ 5-3646
- Information about the UMBC Furlough Plan is available on the HR website www.umbc.edu/hr/furloughplan. Reminders will be sent to departmental payroll representatives about the furlough schedule prior to each pay period in which a furlough occurs.