

## Guidelines/FAQs for Furloughs

- 1. What is the status of furloughs for ASEA, CEA, and LTC given that SU has not reached agreement with the State?**  
CEA and LTC members are eligible to take furloughs. ASEA members should check back for updates. All employees are encouraged to contact their union should they have questions.
- 2. Who is eligible for furloughs? (See #1 Above)**  
Exempt employees (EX), Partially Exempt employees (PX), and LTC and CEA members are eligible for furloughs.
- 3. How many furlough hours must employees use in a year?**  
15 furlough hours must be taken.
- 4. When can employees use furloughs?**  
After July 1, 2016 with supervisory approval.
- 5. Do the 15 hours have to be taken in a calendar year?**  
Furloughs must be taken in a fiscal year meaning you must take 15 hours between July 1, 2016, and June 30, 2017. The exception to this is employees who are hired between January 1 and June 30 of a fiscal year must only take 7.5 hours that fiscal year.
- 6. Can an employee take furlough hours on the day before a holiday or on the first of the month?**  
Yes.
- 7. What impact will furloughs have on leave and other benefits?**  
The furlough hours will have no effect on the probationary period, leave accrual, health insurance and holiday pay.
- 8. Will a furlough affect a merit anniversary date?**  
No, unless the employee has other periods of leave without pay.
- 9. Will my furlough hours count towards an overtime threshold?**  
No, they are not considered time worked for the purpose of calculating overtime.
- 10. Do employees have to take an entire block of 7.5 hours of furlough or can they take them in smaller blocks of time?**  
Employees do not have to take a full 7.5 hours of furlough in one block. Employees will need to work with their supervisor to schedule the hours.

**11. Can a supervisor direct an employee to take a furlough on a certain day?**

Employees and supervisors need to work together to determine the best time for a furlough with taking into account the needs of the job as well as those of the employee. However, a supervisor may direct an employee to take up to a one day furlough but must provide two weeks' notice

**12. How do employees account for a furlough for payroll?**

Employees should fill out a leave slip and check the "other" box and clearly indicate they are using furlough hours in the notes section. Please see the attached Leave Slip as an example.

**13. Can employees cash in leave to compensate for lost wages?**

Yes.

**14. Can a supervisor ask an employee to work (check emails, etc.) when they are on furlough?**

No. They are not being paid. They cannot be expected to work for free.

**15. Must employees still take 15 furlough hours if they work a reduced workweek?**

Employees working a reduced workweek of 30 -37.5 hours shall have their furlough requirement prorated based upon the number of hours the employee is regularly scheduled to work.

**16. Must employees take furlough hours if they are part time? What about if they are seasonal?**

Employees in seasonal positions of less than 12 months and part time employees working less than 30 hours per week are not required to take furloughs.

**17. If a union employee, other than those located in the GGU, CEA or LTC, volunteers to take furlough hours, can the supervisor let them?**

No. This would violate the Collective Bargaining Agreement.

**18. Who should an employee call with questions?**

The Division of Personnel is available to help with any issues/questions employees have. Call 465-3009 or email [EmployeeCallCenter@alaska.gov](mailto:EmployeeCallCenter@alaska.gov) with questions. We will update this FAQ with any questions we have missed.

