How to Take Furlough – Round Two

Faculty and Instructional Academic Staff

Caleb DeWitt, HR Assistant
Jenni Regan, HR Manager
Nicole Woodards, Payroll & Benefits Specialist Advanced
Overview

• How was Round One?

• Round Two Starts January 1
  • Same in Round Two:
    • Furlough obligation is assigned by salary bracket then prorated by FTE
    • Pay is reduced by a percentage across the furlough period ("smoothing")
    • Report furlough time in “Request Absences”
    • Benefits are maintained
    • Leave is accrued as normal

• Different
  • Some Limited Appointees may take a voluntary pay reduction in lieu of furlough time, affected individuals have been contacted
The information in this presentation applies to Faculty and Instructional Academic Staff.
Your Furlough Obligation

- For most people, Round Two’s obligation will be the same as Round One
- Your furlough obligation is listed in your furlough letter
  - Prorated by FTE, start/end date for new/ended appointments
- Keep track of your furlough balance

Use the OHR “Check Your Furlough Balance” tool
https://hr.wisc.edu/covid19/furlough/calculator/

<table>
<thead>
<tr>
<th>Salary Range</th>
<th>A-Basis Furlough Obligation</th>
<th>C-Basis Furlough Obligation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than $50,000</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>$50,000 - $80,000</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>$80,001-$150,000</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>More than $150,000</td>
<td>6</td>
<td>5</td>
</tr>
</tbody>
</table>

Based on your annual salary on 1/1/2021
CHECK YOUR FURLough BALANCE

Click the button to check your furlough balance. Furlough time you have used will be shown here the day after it has been approved by your supervisor (not the day you submit the request).

If you have questions or need assistance, please contact your local human resources department.

Employee ID

Your Employee ID will autofill after you login with Net ID

Check Furlough Balance

 JOB TITLE: JOB TITLE
Furlough requirement: X hours
Furlough used: Y hours
Furlough remaining: Z hours

Note
This tool only shows hours approved by your supervisor and has a 24+ hour lag.

https://hr.wisc.edu/covid19/furlough/calculator/
When to take furlough days

**A-Basis** (12-Month, Annual Basis)

- **January 1* - June 30, 2021**

**C-Basis** (9-Month, Academic Year Basis)

- **January 1* - May 16, 2021**

* January 1 is a legal holiday, furlough time cannot be taken on legal holidays.
When to take furlough days

- Subject to supervisor approval
- Accrued leave can be combined with furlough time to take a full day off
  - e.g. 4 furlough hours + 4 vacation hours = 8 hours off
- Accrued leave cannot be used instead of furlough
- Furlough time cannot be taken on legal holidays (○) and days when employees have direct instructional responsibilities
  - Furlough time can be taken the day before/after a legal holiday (○)
Reporting furlough time in HRS

• Reported in one-hour increments
• Actual hours worked + paid leave time + furlough cannot exceed your full FTE hours during any week in which you take furlough
• UW how-to guide
Reporting furlough

- Select “COVID FURLOUGH”
- Leave as is
- Enter the number of furlough hours
- Enter the start and end date
- Duration will auto fill
Do you have leave* to report?

*Vacation, sick, or other leave.

Yes
report those absences as you normally would

Furlough is not considered an "absence" or "leave;" furlough should only be reported via "Request Absence."

No
complete a “no leave taken” entry as you normally would even if you take furlough

Submit your “no leave taken” on the first of the month unless you take furlough that day.
A-Basis Furlough Pay Reduction

12-Month, Annual Basis

**Smoothing:**
Pay is reduced by a percentage across the furlough period

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Pay Date</th>
<th>Full Days of Furlough Obligation</th>
<th>Smoothing Reduction Percentage</th>
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</thead>
<tbody>
<tr>
<td>01/01/2021 - 01/31/2021</td>
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<td>05/01/2021 - 05/31/2021</td>
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<td></td>
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<td>06/01/2021 - 06/30/2021</td>
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<td>5</td>
<td></td>
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# C-Basis Furlough Pay Reduction

9-Month, Academic Year Basis

## Smoothing:
Pay is reduced by a percentage across the furlough period

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<td>02/01/2021</td>
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<tr>
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OHR Furlough Information

- **Office of Human Resources Furlough Information**
  - Campus announcements
  - Emergency loan program
  - FAQs
  - Furlough calculator
  - Helpdocs
  - Language assistance
  - Policies

& MORE

Office of Human Resources
608-265-2257
furlough@ohr.wisc.edu

Language assistance is available.
Spanish, Hmong, Tibetan, Chinese, Nepali
SoP Furlough Information

• **SoP COVID-19 Updates**
  - Deadlines
  - Presentation materials
  - SoP-specific updates

• Paid Leave Options
  - Reach out to Jenni Regan
    jenni.regan@wisc.edu
  - More info here:

SoP HR & Payroll
hrsupport@pharmacy.wisc.edu
Furlough Next Steps

• Start thinking about when you’ll take your furlough days
  • Consult your furlough letter
  • Communicate with your supervisor and seek approval

• Reach out with your questions