



School of Pharmacy
UNIVERSITY OF WISCONSIN-MADISON

How to Take Furlough – Round Two

Faculty and Instructional Academic Staff

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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

- ✓ ASSISTANT PROFESSOR
- ✓ ASSOC FACULTY ASSOC
- ✓ ASSOC PROFESSOR (CHS)
- ✓ ASSOCIATE PROFESSOR
- ✓ ASST PROFESSOR (CHS)
- ✓ CLINICAL ASSOC PROF
- ✓ CLINICAL INSTRUCTOR
- ✓ DIS PROFESSOR (CHS)

- ✓ FACULTY ASSISTANT
- ✓ FACULTY ASSOCIATE
- ✓ LECTURER
- ✓ PROFESSOR
- ✓ PROFESSOR (CHS)
- ✓ PROFESSOR EMER
- ✓ SENIOR LECTURER



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

	A-Basis Furlough Obligation	C-Basis Furlough Obligation
Less than \$50,000	3	2
\$50,000 - \$80,000	4	3
\$80,001-\$150,000	5	4
More than \$150,000	6	5

Based on your annual salary on 1/1/2021

Use the OHR "Check Your Furlough Balance" tool

<https://hr.wisc.edu/covid19/furlough/calculator/>



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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/>



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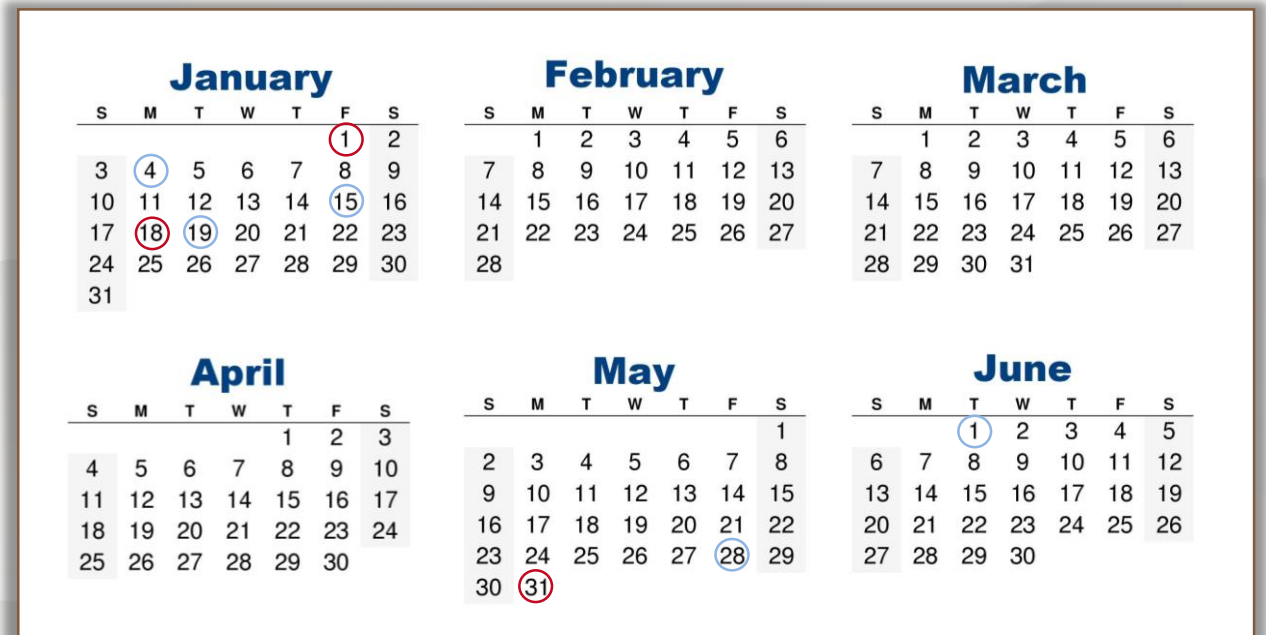
When to take furlough days

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

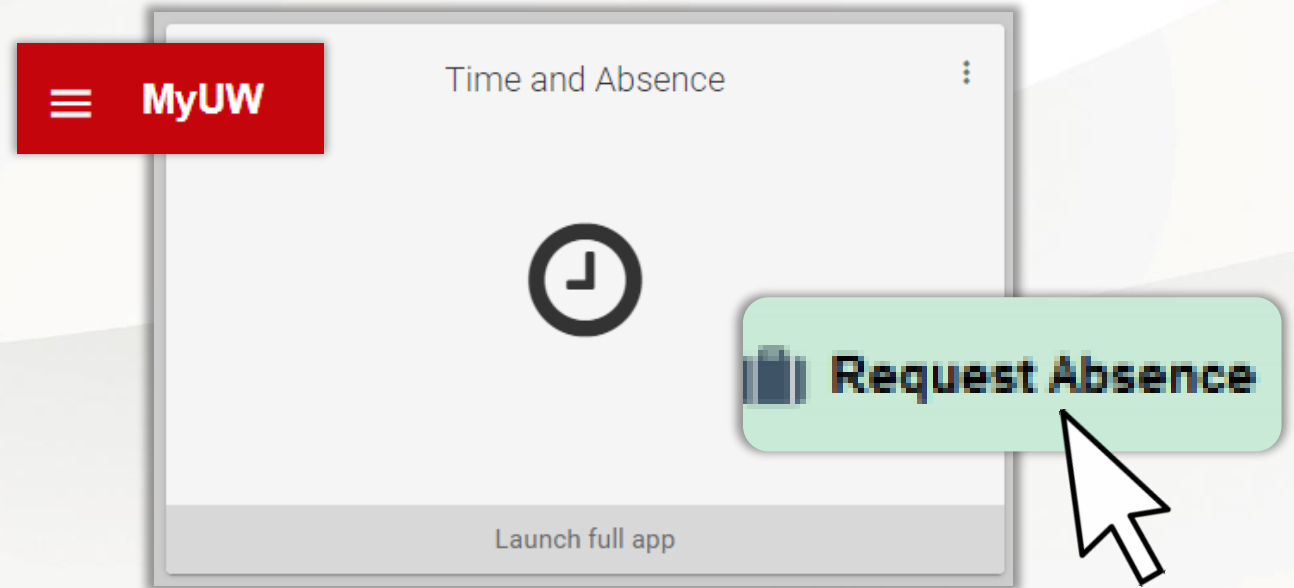
- Subject to supervisor approval
- Accrued leave can be combined with furlough time to take a full day off
 - e.g. 4 furlough hours + 4 vacation hours = 8 hours off
- Accrued leave cannot be used instead of furlough
- Furlough time cannot be taken on legal holidays (○) and days when employees have direct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

January							February							March						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28							28	29	30	31			
31																				

April							May							June						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3							1			1	2	3	4	5
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			
							30	31												

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

Request Absence

Submit

*Absence Name COVID FURLOUGH

Reason Select Absence Reason

Hours Per Day 8.00

*Start Date 01/29/2021

End Date 01/29/2021

Duration 8.00 Hours

Entry Type Hours Per Day

Comments

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.



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A-Basis Furlough Pay Reduction

12-Month, Annual Basis

Pay Period	Pay Date
01/01/2021 - 01/31/2021	02/01/2021
02/01/2021 - 02/28/2021	03/01/2021
03/01/2021 - 03/31/2021	04/01/2021
04/01/2021 - 04/30/2021	04/30/2021
05/01/2021 - 05/31/2021	06/01/2021
06/01/2021 - 06/30/2021	06/30/2021

A-Basis – First Impacted Check

A-Basis – Last Impacted Check

Full Days of Furlough Obligation	Smoothing Reduction Percentage
3	2.31
4	3.08
5	3.85
6	4.62

Smoothing:

Pay is reduced by a percentage across the furlough period



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C-Basis Furlough Pay Reduction

9-Month, Academic Year Basis

Pay Period	Pay Date
01/01/2021 - 01/31/2021	02/01/2021
02/01/2021 - 02/28/2021	03/01/2021
03/01/2021 - 03/31/2021	04/01/2021
04/01/2021 - 04/30/2021	04/30/2021
05/01/2021 - 05/31/2021	06/01/2021
06/01/2021 - 06/30/2021	06/30/2021

C-Basis – First Impacted Check

C-Basis – Last Impacted Check

Full Days of Furlough Obligation	Smoothing Reduction Percentage
2	2.31
3	3.46
4	4.62
5	5.77

Smoothing:

Pay is reduced by a percentage across the furlough period



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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.
Español, Hmoob, བོད་ཡིག་, 中文, नेपाली

Spanish, Hmong, Tibetan, Chinese, Nepali



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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:

<https://hr.wisc.edu/docs/covid19/leave-options-for-leave-related-to-covid19.pdf>

SoP HR & Payroll

hrsupport@pharmacy.wisc.edu



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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

THANK
YOU!



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