

Furlough Absence Submission

Overview

Due to the economic impact of COVID-19, the University of Minnesota is taking sensible measures to balance the budget while minimizing the negative impact on employees as much as possible. Civil Service and Labor represented employees will receive a bank of furlough hours. The number of hours employees receive is based on their annual pay. Employees whose annual pay is less than, \$60,000 will be excluded from the furlough.

- When furlough hours are taken, the employee will see a reduction in their pay.
- Furlough hours must be taken in full by December 20th, 2020.
- When applicable, furlough hours may be used in as small as quarter hour increments.
- Furlough hours should be used prior to Vacation, Comp Time and Personal Holiday. If this is not possible, the furlough hours must be scheduled in order to take vacation, comp, or personal holiday time prior to using furlough days. Use of furlough time will not affect other absence accruals.
- During Pay Reduction absences, employees are not allowed to perform any University work, including working remotely or checking University email.
- Furlough hours taken before or after a holiday will not reduce Holiday Pay.
- Use of furlough hours will not count toward the overtime threshold in a work week.

Procedure

Employees will submit furlough time according to the following steps.

1. Navigate to **My U > My Time > Request Time Off**.
2. In the *Start Date* field enter the start date of the absence.
3. *Filter by Type* field is not required.
4. From the *Absence Name* drop-down menu and select “Furlough”
5. In the *End Date* field enter the end date of the absence. The end date can be the same as the start date or can span multiple days.

The screenshot shows a web form titled "Absence Detail" with a help icon. The form contains the following fields and values:

- *Start Date: 07/15/2020
- End Date: 07/15/2020
- Filter by Type: All
- *Absence Name: Furlough
- Partial Days: None
- Duration: 8.00 Hours

At the bottom of the form is a button labeled "Calculate Duration".

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6. In the *Partial Days* field, indicate either a full-day or partial day absence:
 - a. Leave the *Partial Days* field at “None” to reflect full-day requests.
 - b. Select the desired number of hours for the partial day of furlough.
 - i. Check the box to indicate a half-day. This will automatically calculate based on your typical scheduled hours.

The screenshot shows the 'Absence Detail' form with the following fields and values:

- *Start Date: 07/15/2020
- End Date: 07/15/2020
- Filter by Type: All
- *Absence Name: Furlough
- Partial Days: All Days
- All Days Hours: (empty)
- All Days Are Half Days
- Duration: 4.00 Hours
- Calculate Duration button

7. Do not type in the *Duration* field.
8. Click <Calculate Duration>.
9. Click <Submit> to send the absence request to your supervisor for approval
 - a. Only click <Save for Later> if you plan to complete and submit later. In that case you would return to edit your request later by clicking on the My Time page.
10. Click <Yes> to confirm submission.
11. Click <OK> to complete.

Similar to any other absence request, you will be notified once the supervisor has approved the request.

Viewing Pay Reduction Balance and History

Employees may view their Furlough balance hours in **MyU > My Time**; (the balance will not appear on timesheets or pay statement).

Employees will also be able to view Furlough absences taken in **MyU > My Time > Absence Request History**.

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Additional Resources

- Policy: [Systemwide Temporary Furlough and Pay Reduction Program](#)
- Note that the University has additional resources available to employees during the Furlough hours. Communicate with your direct supervisor if you wish to learn more or access these resources.