



LAKE COUNTY
BOARD OF COUNTY COMMISSIONERS
County Procedure

Title:	FURLOUGH ADMINISTRATION	Number:	ES-6.06.01
		Approved:	September 7, 2010
		Originator:	Employee Services
		Review:	September 7, 2015
		Replaces:	ES-6.06.01
			Approved 6/15/10

I. PURPOSE AND SCOPE

To provide administrative guidelines for the implementation of furloughs in accordance with the provisions of Lake County Board of County Commissioners (BCC) policy LCC-91, Furloughs. Department Directors are responsible for the administration of the furlough programs for their respective department. The Department of Employee Services (Employee Services) will assist the County Manager in the overall monitoring of the program.

II. DEFINITIONS

- A. Exempt employee: An employee who is exempt from the overtime requirements of the Fair Labor Standards Act (FLSA), as determined by the Employee Services .
- B. Furlough: Non-working and unpaid time in accordance with a reduced work schedule.
- C. Non-exempt employee: An employee who is subject to the overtime requirements of the FLSA, as determined by Employee Services.

III. PROCEDURES

A. Furlough Days

Furlough Days shall be implemented in accordance with BCC policy LCC-91, Furloughs.

1. Department Directors are responsible for ensuring that all eligible employees take the required furlough days between October 1 and the last day of the

second pay period in September each fiscal year.

2. Department Directors are responsible for developing, reviewing and approving Furlough Day schedules. Employee Services will assist the County Manager in monitoring the usage of Furlough Days by providing monthly reports to Department Directors indicating amount of time taken and still required by each employee.
3. Department Directors may authorize employees to take furlough days in multiple-day increments, subject to the restrictions below pertaining to exempt employees.
4. Department Directors may authorize partial-day furloughs for non-exempt employees only subject to operational demands.
5. Furlough Scheduling

All Furlough Days must be taken between October 1 and the last day of the second pay period in September each fiscal year.

Employees shall request scheduling of Furlough Days on a Leave Request Form or other documented means as required by their respective department. All requests for Furlough Days must be scheduled and approved in advance by the supervisor.

Deviations may occur from the set furlough schedule with prior approval from the Department Director, however it is recommended that the rescheduled furlough day be within the same month as the originally-scheduled furlough day.

6. Eligible employees hired after October 1, each year will be subject to mandatory furlough hours pro-rated to be one day per full month remaining in the fiscal year.

B. General Furlough Provisions

1. All employees are prohibited from performing any kind of work while on furlough status, including working from home, checking work email, etc. The employee is relieved of all job duties. If an employee is called in to work on an emergency basis while on furlough status, such time will be considered to be regular working time and will be paid according to applicable policy or procedure. In such cases, an alternate furlough day will be scheduled. All work performed must be reported in accordance with BCC procedure ES-4.04.01, Designated Work Hours and Overtime.
2. Furloughed employees may not volunteer to come to work at either their job or any other job for which the County otherwise pays any employee to do.

3. Furloughed employees shall not be eligible to take or be paid for vacation or sick leave while on furlough time.
 4. When an employee works an alternative workweek schedule, such as four days of ten hours per day, Department Directors may select one of the following methods for administering furlough days according to operational demands:
 - a. Convert the week during which a Furlough Day is scheduled to a five day, eight hour schedule. Each furlough day would then be eight (8) hours.
 - b. Maintain the four day, ten hour schedule, working three normal ten-hour days with the fourth scheduled as a furlough day. In order to supplement the normal eight-hour furlough day for pay purposes, the employee would be authorized to use two (2) hours of accumulated annual leave to reach ten (10) scheduled hours for the day. This option is available for non-exempt employees only.
 5. The use of furlough days shall be considered to be an exception to the provision County Procedure ES-6.01.01, Leave Accrual Administration, which requires the use of all accrued time before going into unpaid status.
 6. Furlough hours are unpaid hours. As such, annual leave and sick leave shall not be accrued on furlough hours. Furlough time will not count as hours worked toward the overtime threshold.
 7. Employees on furlough days that are adjacent to paid holidays will be considered to be eligible for the paid holiday if they would otherwise be eligible in accordance with the Holidays policy.
 8. Employees who are on Family/Medical Leave (FMLA) during a scheduled furlough day will maintain their FMLA entitlement, but will be in a furlough status for that day. The FMLA/Furlough time will be unpaid and the employee will not be eligible to use accrued annual or sick leave.
- C. Special Provisions for Exempt Employees
1. Exempt employees are required to take furlough hours in increments of at least one (1) full workday. Employees will have their pay reduced by a dollar amount appropriate for the number of furlough hours used.
 2. During a workweek in which an employee takes furlough hours, the total number of payroll hours an employee is scheduled to work (40 hours) is proportionally reduced by the number of furlough hours.

During a workweek in which furlough hours are taken, exempt employees must work or use appropriate approved leave for their scheduled number of work hours. Working more hours would result in additional payment to the employee in accordance with the number of hours worked and is thus prohibited during a furlough week.

Example: An exempt employee's normal work schedule is 40 hours per workweek. The employee schedules an 8-hour furlough day. The employee must therefore work or use appropriate leave for 32 hours during the remainder of the workweek.

3. Exempt employees are considered to be in a non-exempt status during the workweek(s) in which the furlough time is taken; therefore, employees are prohibited from working overtime during the workweek in which the furlough time is used. All other work scheduling procedures governing non-exempt employees will apply during the affected workweek(s).
4. During any workweek in which furlough hours are used, exempt employees must submit time sheets specifying exact work hours, including time in and time out, using the appropriate time sheet template.

The Board of County Commissioners is a public sector employer, and is governed under-C.F.R.§541.710 (Employees of Public Agencies), subsection (b).

IV. **RESERVATION OF AUTHORITY**

The authority to issue or revise this Procedure is reserved to the County Manager. The County Manager may authorize exceptions to this procedure when deemed appropriate.



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Interim County Manager
Lake County