



REVISED

CALIFORNIA STATE UNIVERSITY, LONG BEACH

2009-2010 FACULTY FURLOUGH PROGRAM CERTIFICATION BY 10 AND 12 MONTH FACULTY MEMBER

September 8, October 9, November 2 and January 4, 5, 6, and 7 have been pre-designated as State Budget Closure Days (red days). 12 month: select 18 additional work days; 10 month: select 14.

AUGUST 2009						
Su	M	T	W	Th	F	Sa
					31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2009						
Su	M	T	W	Th	F	Sa
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2009						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2009						
Su	M	T	W	Th	F	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1				

DECEMBER 2009						
Su	M	T	W	Th	F	Sa
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2010						
Su	M	T	W	Th	F	Sa
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2010						
Su	M	T	W	Th	F	Sa
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1					

MARCH 2010						
Su	M	T	W	Th	F	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2010						
Su	M	T	W	Th	F	Sa
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2010						
Su	M	T	W	Th	F	Sa
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2010						
Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- Holiday (Campus Closure)
- Staff & Faculty Closure Day
- Academic Day
- Non-Academic Day

PLEASE CIRCLE THE FACULTY FURLOUGH CHOICE DAYS SELECTED

Red day exception request for an **off-campus** professional activity:
Red day _____ Substitute day requested: _____
(Date) (Date)

In accordance with Paragraph 5.b. of the Furlough Agreement dated July 28, 2009, between The California State University and the California Faculty Association, I certify that:

- i. I will not work on mutually agreed upon or assigned furlough days; and
- ii. I will not work beyond the duties assigned for the furlough week

Print Name: _____

Department: _____

College: _____

Signature: _____

Date: _____

APPROVED:

Supervisor: _____

Date: _____

SUBMIT COMPLETED FORM TO AVP FOR FACULTY AFFAIRS (SEE PAGE 2 FOR GUIDELINES)

GUIDELINES FOR SELECTING FACULTY CHOICE FURLOUGH DAYS

1. 10 month faculty members shall be subject to twenty (20) furlough days and 12 month faculty members shall be subject to twenty-four (24) furlough days between August 1, 2009 and June 30, 2010.
2. Three (3) furlough days each semester have been pre-designated by the President as State Budget Closure Days (indicated as red days), and, therefore, may not be selected as Faculty Choice Furlough Days. For Fall 2009 semester the three (3) red days are September 8, October 9, and November 2. For Spring 2010 semester the three days are March 26, April 21, and May 6.
 - 10 month faculty are to select an additional fourteen (14) work days (blue or white days), seven (7) during the Fall 2009 semester and seven (7) during the Spring 2010 semester.
 - 12 month faculty are to select an additional eighteen (18) work days (blue or white days), nine (9) during the Fall 2009 semester and nine (9) during the Spring 2009 semester. Note: 12 month faculty must take an additional two (2) days (in a month of their choice) to reach the required furlough day total. (See exception #4 below.)
3. Faculty shall take no more than two (2) furlough days in a calendar month. Faculty shall not be permitted to observe more than one (1) furlough day (including State Budget Closure Days) in a week.
4. **Exception:** There is a one time exception for the academic year that allows faculty to take up to four (4) furlough days in a single month. This exception may only be used once for the entire furlough period, which includes both the Fall 2009 and Spring 2010 semesters. Examples of how these exceptions days may be scheduled :
 - Example 1: Four (4) furlough days in a single week
 - Example 2: One (1) furlough day per week for one calendar month
 - Example 3: Two (2) furlough days in one week and one furlough day in two additional weeks – all during one calendar month. Note: you cannot take two days per week in two different weeks during the same calendar month as this would violate guideline #3.
 - Example 4: Three (3) furlough days in one week and one furlough day in another week – all during one calendar month