

GUIDELINES FOR SELECTING FACULTY CHOICE FURLOUGH DAYS

- 1) Academic year faculty members shall be subject to eighteen (18) furlough days during the 2009-2010 academic year. The pattern of days shall include no more than nine (9) furlough days per semester.
- 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 red days are September 8, October 9, and November 2.
- 3) Faculty are to select an additional six (6) academic days (blue days) during the Fall 2009 semester.
- 4) 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. Reminder: There are blue days in August that can be taken.
- 5) 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. Taking the exception in Fall 2009 means that it cannot be taken again in Spring 2010.

Examples of how these exceptions days may be scheduled:

- Example 1: Four (4) furlough days in a single week
- Example 2: One furlough day per week for one calendar month
- Example 3: Two furlough days in one week and one furlough day in two additional weeks – all during one calendar month. (Note: You cannot take two (2) days per week in two different weeks during the same calendar month as this would violate guideline #4).
- Example 4: Three furlough days in one week and one furlough day in another week – all during one calendar month