



# CALIFORNIA STATE UNIVERSITY, LONG BEACH

## SPRING 2010 FACULTY FURLOUGH FORM CERTIFICATION BY ACADEMIC YEAR FACULTY MEMBER

March 26, April 21, and May 6 have been pre-designated as State Budget Closure Days (red days). Select six (6) additional academic days (blue days) to furlough.\*

Month

Dates

January

February

March

April

May

JANUARY/FEBRUARY						
S	M	T	W	T	F	S
	18	19	20	21	22	23
	25	26	27	28	29	30
	1	2	3	4	5	6
	8	9	10	11	12	13
	15	16	17	18	19	20
	22	23	24	25	26	27

MARCH						
S	M	T	W	T	F	S
	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			

APRIL						
S	M	T	W	T	F	S
				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	

MAY						
S	M	T	W	T	F	S
						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					

\* If exception was taken in Fall 2009, it cannot be taken again in Spring 2010 (see guideline 5 on page 2)

Red = State Budget Closure Days  
Blue = Academic Days

Yellow = Holidays  
White = Non-Academic Days

**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:

Department Chair: \_\_\_\_\_

Date: \_\_\_\_\_

Dean's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

## 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 Spring 2010 semester the three red days are March 26, April 21, and May 6.
- 3) Faculty are to select an additional six (6) academic days (blue days) during the Spring 2010 semester.
- 4) Faculty shall take no more than two (2) furlough days in a calendar month. Faculty shall not be permitted to take more than one (1) furlough day (including State Budget Closure Days) in a week.
- 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. If the exception was used in the Fall 2009 semester, 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