



## FY 2020/2021 Furlough FAQs

1. Do I need to report furlough days on my time sheet?
  - Furlough days are essentially unpaid holidays and salary schedules for FY 20/21 are already reduced accordingly. Employees who work a regular 7.5 hour daily schedule do not need to report anything on their time sheets for the furlough days. Employees who work a flex schedule would report each furlough day the same as they would any City holiday.
2. How does this affect part time employees?
  - Furlough days are pro-rated for part-time employees, just like regular holidays. They should be reported as noted above based on the employee's normal work schedule and similar to how they currently report holidays.
3. Can I use vacation or other leave time to cover furloughs?
  - No. As outlined in the respective MOUs and Salary Resolutions, employees may not take paid vacation time in lieu of designated MTO (furlough) time. This applies to any other accrued leave.
4. What happens if a furlough day falls on an employee's regularly scheduled day off?
  - Since the furlough day is unpaid and the employee is entitled to their regular day off based on their work schedule, the employee should plan to take their regularly scheduled day off on another day during the same two-week work schedule where the furlough occurs. They would not need to report any hours on their time sheet for their regular day off.
5. How will MCERA contributions be reported?
  - Both the City and the employee will continue to make full retirement contributions based on your full pensionable pay rate. Your average compensation for retirement purposes will not be changed, and your retirement service credit will not be affected by the reduced work schedule
6. What if I leave City employment before June 30, 2021 and have not participated in the full 13-day furlough reduction?
  - The City will process a "true-up" calculation to ensure the appropriate reduction is applied based on your separation date.
7. I am a WCE or Local 1 employee. How does the furlough apply to me?
  - WCE and Local 1 employees are subject to a 3% furlough for FY 20/21. This is equivalent to 7.8 days off. Employees should work with their supervisor to plan 8 days off from the 13-day Citywide furlough schedule. The .8 day is valued at 6 hours (.8 x 7.5 hrs) so employees will need to report leave hours if they are normally scheduled to work more than 6 hours. See #1 above for how to report hours on your time sheet. For the remaining 5 Citywide closure days, employees should work with their supervisor to determine if they are able to work (onsite or remotely) or arrange to take the day off using accrued leave.