

# Salt Lake County Human Resources Policy: 2-1200 Employee Furlough

---

## **Purpose**

This policy provides the framework for the implementation of an employee furlough plan if the county experiences a reduction in state, federal or grant funding. The employee furlough will apply to those positions funded in whole or in part by the grant. **Employees are strictly prohibited from performing any work during the furlough period. This includes checking work-related e-mail and voice mail.**

## **I. Policy**

If the county expects a loss of revenue as a result of a reduction or lack of funding from the federal government, state government or grant, the Mayor or Elected Official (or their designee), will consult with the County Council regarding the need for an employee furlough plan. The Mayor or Elected Official (or their designee) will consult with Human Resources to review and evaluate the need for implementing a furlough. The Council in consultation with the Mayor or Elected Official will make the final decision as to the need of an employee furlough based upon the reduction in funding. Using their discretion, the Mayor or Elected Official will designate those positions impacted by the employee furlough.

## **II. Procedures**

### **A. Employee Furlough Definition**

1. An employee furlough is distinct from a voluntary furlough, which is addressed in [Policy 4-200: Leave Practices](#).
2. An employee furlough is an unpaid leave of absence from work for a specified period of time not to exceed four weeks.
3. The Mayor or Elected Official will set forth the furlough time and the period it must be taken.
4. Employees are not permitted to perform work for the County when taking employee furlough time.
5. Employees may not use accrued paid leave during periods of an employee furlough.

### **B. The Employee Furlough Plan**

1. The Mayor or Elected Official may adopt an employee furlough plan identifying the positions impacted by the loss of funding and the furlough period.
2. The Mayor or Elected Official may extend, modify or cancel a furlough plan after consultation with the Council in accordance with this policy.
3. Employees may not volunteer to do what the county otherwise pays them to do on a scheduled employee furlough day.
4. Employees may not perform any work for the County during the furlough period; including answering emails or voicemail messages.

### **C. Notice**

## Salt Lake County Human Resources Policy: 2-1200 Employee Furlough

---

1. After approval by the Council, the Mayor or Elected Official will provide employees written notice of an employee furlough. The notice will provide the reason for the furlough, the effective date of the furlough and the time period covered by the furlough.
  2. Positions identified as grant funded are subject to an employee furlough based upon a reduction, loss or stoppage of the designated funding.
  3. Furloughs resulting from government shutdowns will be applied equitably to all staff within a division, section or program.
  4. Furloughs will begin on the first day of a work week or work cycle.
  5. Furloughs will not last longer than four weeks. If funding has not resumed prior to the expiration of a four week period, the impacted employees will be notified of a reduction in force.
- D. Pay and Benefits during an Employee Furlough Period
1. An employee will not receive pay during a furlough.
  2. An employee will not receive retirement service-credit during a furlough.
  3. Employees will continue to accrue vacation and sick leave at their regular rate during a furlough and will continue with their service date. The accrual of leave will not qualify towards hours worked for FMLA.
  4. Employees who are out of work for other reasons during an employee furlough will be notified and converted to furlough status.
  5. Employees may maintain their current health care, dental care and life insurance benefits if they pay their portion of premiums during the furlough period.
- E. Unemployment Insurance
1. Eligibility for unemployment insurance benefits is determined by Utah's Unemployment Compensation Division.
- F. Non-grievable Decision
1. An employee may not grieve an administrator's decision to furlough positions, or the designation of position as being subject to grant funding.
  2. An employee may grieve a failure to follow the furlough process.

### III. References

- A. Policy 5000 Human Resources Policies
- B. Policy 5100 Employment Status
- C. Policy 5510 Leave Practices