

The following provides details regarding the Self Directed Furlough Leave Program contained in the recently negotiated agreements between the State of New Jersey and the CWA, IFPTE - Local 195 and AFSCME, as well as preliminary instructions about implementation of the program at the University.

The Self Directed Furlough Leave Program (SDF) requires that all employees represented by the unions listed above take 10 unpaid SDF leave days prior to June 30, 2010, with equivalent days to be pro-rated for percentage of time employees <http://www.montclair.edu/HR/forms/furlough-pt-pro-chart.pdf>. These SDF leave days include the day after Thanksgiving, November 27, 2009, and Lincoln's Birthday, February 12, 2010, except that a percentage of time employee whose normal work schedule does not include the day after Thanksgiving will not receive credit for furlough hours for this day. The remaining 8 SDF leave days are to be selected by the employee in accordance with the procedures to request vacation days (CWA - see Article 22 G of the Statewide Agreement; Local 195 - see Article 18 of the Statewide Agreement; AFSCME - see Article 13 H of the Statewide Agreement) and are subject to the approval of his/her supervisor and the Division Vice President. The supervisor/Division Vice President will take into account operational needs and seniority. Specifically, it will be their responsibility to ensure that critical and time sensitive work is performed without increasing overtime use and with an eye also to ensuring that employees do not forfeit accrued vacation leave as a result of inability to schedule both furlough and vacation time. Employees must use the attached form <http://www.montclair.edu/HR/forms/furloughrequestform.pdf> to make their request for the use of SDF leave days. The form is to be signed and dated by the employee and his/her supervisor.

Per the agreements, by August 14, 2009, each employee must select and be scheduled for a minimum of 5 furlough days, including the day after Thanksgiving, to be used by January 1, 2010. Pending the approval of the employee's SDF leave days by the Division Vice President, the employee, with the supervisor's approval, may use a maximum of one furlough day during the month of August. The use of all the remaining SDF leave days must be approved by the Division Vice President who will approve the furlough plan for the division through December 31, 2009 by August 31st and forward the plan and the request forms to the Office of Employee Relations. For the second half of the year, no later than January 15, 2010, each employee must select and be scheduled for the remaining furlough days, including Lincoln's Birthday, to be used by June 30, 2010. Employees may request to take multiple SDF leave days, however, supervisors cannot suggest or require that any employee take more than one SDF leave day in a single week. Employees may also request and schedule SDF leave days on State holidays, however that will result in the employee being in a no pay status for that day. Also, if an employee requests and utilizes an SDF leave day before or after a holiday the employee will be paid for the holiday.

All SDF leave days are to be scheduled as full day increments. Employees who participate in the Modified Work Schedule for the summer who select and use a SDF leave day during the four-

day work week must work one and three-quarter hours (1 and 3/4) or charge this time to their vacation or compensatory leave balances to supplement the seven hours of the unpaid SDF leave day.

We will make every effort to schedule the SDF leave pursuant to the employee's request. Where an employee does not select the required number of unpaid furlough days by the established dates, the supervisor is to meet with the employee to schedule the furlough days. Where an employee and the supervisor do not agree upon the scheduling of the furlough days, or if the meeting cannot be conducted due to the lack of availability of an employee, the supervisor shall select the unpaid leave days to be served by the employee, subject to the approval of the Division Vice President, with at least 7 days notice to the employee. Please contact Gilbert Rivera at x5317 regarding any instance in which an employee does not select the SDF leave days by August 14, or does not schedule their vacation to avert the forfeiture of vacation leave.

Managers will receive an excel spreadsheet listing all affected employees in their division and will be responsible for completing the information for their own unit. The spreadsheet is to be used by managers to prepare furlough plans for their respective areas of responsibility, and to submit these plans to their Division Vice President for final approval. All plans and signed request forms are due to the Division Vice President by Thursday, August 21. Divisional furlough plans will be submitted to the Office of Employee Relations by August 31 along with the referenced request forms.

The Division of Human Resources is in the process of modifying the on-line time keeping system to enable employees to report the use of furlough leave days on the electronic time sheet as they are taken. Where other forms of reporting time are normally used, the use of SDF leave days must be clearly reflected.

The Agreements also include the establishment of a paid leave bank wherein each employee will be credited with up to 7 personal leave days, on a pro-rated basis. These personal leave days will become available for use by employees after June 30, 2010. Further instruction regarding the accumulation and utilization of these personal leave days will be forthcoming.

The Civil Service Commission has prepared the attached Frequently Asked Question document http://www.montclair.edu/HR/forms/furlough_faqs.pdf for classified employees in the CWA, IFPTE - Local 195 and AFSCME bargaining units. Other questions regarding the Self Directed Furlough Leave Program should be directed to Gilbert Rivera via e-mail at riverag@mail.montclair.edu or Patricia Kelly at kellyp@mail.montclair.edu.