MANAGING THROUGH COVID: TALKING ABOUT SCHEDULING FURLOUGH and PERSONAL FLEX TIME

A 4-STEP FRAMEWORK

1. ENDORSE
   Clearly state that you are committed to creating a schedule to support time off for Furlough or Personal Flex Time (PFT) days.

2. INFORM
   Furloughs and PFT may be unfamiliar concepts. Help ease your employee’s uncertainty by concretely presenting their amount of furlough days or pay reduction and PFT days to be taken. Ensure both of you understand the amounts.

3. INVITE
   Invite your employee to share their thoughts and ideas about their schedule and plans to use their time off.

4. DISCUSS
   Depending on your unit/department needs, begin to come to an agreement that works for you and your employee. It’s important to show compassion and allow for collaborative discussion.

CONVERSATION STARTERS/DISCUSSION POINTS

- Where are some areas that we can adjust or eliminate to prioritize what work is most important?
- Which of our goals or activities can be extended without negatively impacting our business?
- What are some ways we can continue to build our team up during this period of time when many of us will be absent from work?
- How can we ensure a seamless transition of work between team members as we adjust to additional days away from work?
- What actions will you take to ensure you are not drawn into working during time off?
- How will you approach me or hold me accountable as your supervisor if I assign work during your furlough or PFT? (Be sure to agree on this approach so that employees feel comfortable following through).

TOOLS TO OFFER

- Calculator to estimate Furlough Days
- Chart to estimate pay reduction & PFT
- Program Participation Dates
- A Tile in UAccess with your information will be available on 7/6/20.

TIME REPORTING CODES

- PFP - Personal Flex Time (Positive)
- FPFP - FML Personal Flex Time (Positive)
- PFE - Personal Flex Time (Exception)
- FPFE - FML Personal Flex Time (Exception)
- UFP - Furlough time (Positive)
- UFE - Furlough time (Exception)
ADDITINOAL INFORMATION ON THE FURLOUGH and PERSONAL FLEX TIME (PFT) PROGRAMS

THE FURLOUGH PROGRAM (Unpaid Days)

Only employees who have time funded by sponsored awards will be subject to the Furlough Program.

Taking furlough days is required

Furlough days are unpaid time. These days need to be taken to result in the necessary salary savings.

Furlough time is time away from work

When employees take furlough time, they are not working nor performing job duties. This includes not taking calls nor responding to emails. Further, the University does not expect that employees "make up for lost time" when they are in the office.

Employees have flexibility as to when they can use furlough time

Furlough time can be spaced evenly throughout the year, or in blocks of time depending on unit or department schedules and requirements. This allows for flexibility meeting both the needs of the unit/department and those of the employee. It will be important to help individuals schedule and take this time throughout the year. The balance of time an employee needs to take will be visible to them in a personalized tile in UAccess. Analytics reports will be available for college, unit, and department leaders to review the progress and track furlough time used and the associated savings.

PERSONAL FLEX TIME PROGRAM (Paid Days)

Employees who receive Personal Flex Time will automatically have their pay reduced.

The University supports and encourages employees to use all their PFT

Employees should plan to take their entire balance of paid PFT. The savings from pay reduction represents the employee’s role in assuring the University’s future.

Personal Flex Time is paid time away from work

When employees take PFT, they are not working nor performing job duties. This includes not taking calls nor responding to emails. Further, the University does not expect that employees "make up for lost time" when they are in the office.

Employees have flexibility when to when they can use their use PFT

PFT time can be used and scheduled similar to other paid leave balances. This allows for flexibility meeting both the needs of the unit/department and those of the employee.