

Following is email sent by Dan Ramia simplifying the 2010 furlough guidelines that went out by both Dr. Mote and Dale Anderson 9/19/2009.

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This past weekend President Mote and Dale Anderson sent out information on the UMCP furlough plan for Fiscal Year 2010. The furlough plan as well as frequently asked questions and answers can be found in several locations. You can go to the UHR website (www.uhr.umd.edu), UM Budget Central website, (www.budget.central.umd.edu) or AGNR Administrative Services website (www.agnradmin.umd.edu/fiscaloffice) under Hot Topics. The furlough plan document and the Q&A provide all the information on the plan and how it is implemented.

Below I will give you a summary of the plan and some of the things that are different this year. I will not outline the entire plan as that is what the documents referenced above do:

The Furlough Plan will begin on September 27, 2009 and end on May 22, 2010. It will consist of Campus/Field Closures and Additional Furlough based on the salary furlough reduction table. This table is based on full time salary calculations even if you are less than full time.

Employees are NOT permitted to report to work on the furlough days identified due to liability issues.

Furloughed employees will have their total furlough deduction reflected as a temporary salary reduction taken in equal amounts in each of the pay periods from pay period 08 through pay period 24. Instructions on how to calculate this are in the Q&A document.

All faculty and staff, full or part-time are included in the furlough plan except those that are on hourly contracts.

- Difference from last year: employees paid 100% from contract or grants as of September 15, 2009 are excluded from furloughs. If someone is paid 98% grant and 2% state, they will be subject to the full furlough target days. (federal formula funds & county funding are restricted contract or grant dollars)
- Should the funding change to include state funding after September 15, 2009, employees will be assessed the amount per pay period they would have otherwise had deducted from their pay for the remaining pay periods.

Total Furlough Target Days	Employee's Total FTE Salary*
2 - - - - -	\$29,999 and under
3 - - - - -	\$30,000 to \$49,000
4 - - - - -	\$50,000 to \$69,000
5 - - - - -	\$70,000 to \$89,000
6 - - - - -	\$90,000 to \$114,999
7 - - - - -	\$115,000 to \$139,999
8 - - - - -	\$140,000 to \$169,999
9 - - - - -	\$170,000 to \$199,999
10 - - - - -	\$200,000 and above

* Full-Time Equivalency with Salary Additions as of Sept 15, 2009

Campus/Research & Education Center closures will be on the following days:

- December 23 and 24, 2009 and
- March 17 and 18, 2010

County Extension Office closures will be on the following days:

- November 25, 2009;
- December 23 and 24, 2009 and
- January 15, 2010

Campus closure days and Additional furlough days will be recorded by staff in PHR and faculty in FLS as "Admin Leave-Furlough Plan".

The first paycheck affected by the salary reduction will be issued on October 16, 2009.

Employees who have fewer than the four days of campus/field office closure must take accrued annual leave or personal leave for the balance of those campus closures to get paid for those days.

- An employee who has two furlough days will use December 23 and 24 as their furlough days. A County Extension office employee with three furlough days would use November 25, December 23 and 24. The other closure days must be recorded with annual or personal leave.
- A faculty or staff employee who is 100% grant funded must use four days of annual or personal leave to be paid for the period of closure.

Employees required to take more than the four furlough days covered by campus/field closures are required to be scheduled by the employee prior to the date taken with supervisory approval in writing.

Questions not answered by this document or the other documents referenced can be addressed to George Boker (gboker@umd.edu) or Dan Ramia (dwramia@umd.edu).

9/24/09