

FALL 2020 FURLOUGH REPORTING PERIODS

Furlough days must be taken between 09/01/2020 and 12/31/2020

Furlough Reporting Period/Bi-weekly Pay Period	Date Range	Deadline Date for Timesheet/Absence Entry
September A	09/01/2020 – 09/12/2020	09/14/2020
September B	09/13/2020 – 09/26/2020	09/28/2020
October A	09/27/2020 – 10/10/2020	10/12/2020
October B	10/11/2020 – 10/24/2020	10/26/2020
November A	10/25/2020 – 11/07/2020	11/09/2020
November B	11/08/2020 – 11/21/2020	11/23/2020
December A	11/22/2020 – 12/05/2020	12/07/2020
December B	12/06/2020 – 12/19/2020	12/21/2020
January A	12/20/2020 – 12/31/2020	01/04/2021

- No more than one full day can be reported in each bi-weekly period (can take furlough in full or half day increments)
- In the week in which furlough is taken, employees may not exceed 40 hours of both hours worked and furlough hours combined.
- Part time (less than 1.0 FTE) employees should not exceed more than their standard weekly hours based on FTE with hours worked and furlough hours combined.
 - For example, if you are 0.90 FTE, your total hours worked and furlough hours for the week should not exceed 36 hours (0.90 FTE * 40 standard full-time hours = 36 standard hours at your FTE).

Human Resources

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