

University of Wisconsin Oshkosh Furlough Guidelines

Original Issue Date: August 17, 2020

Last Update: 8/20/20

Purpose:

The University of Wisconsin Oshkosh is facing increased fiscal challenges as a result of the COVID-19 crisis. As a result, the University of Wisconsin System Board of Regents, has authorized the implementation of a variety of workforce reduction and cost saving measures, beyond existing layoff policies, to address these financial challenges in a way that minimizes layoffs and maximizes the UW Oshkosh’s ability to continue to perform its critical educational and outreach mission.

Relevant Policies:

UWO’s implementation of Furloughs is based on UW System’s [Interim Policy on Furlough](#), issued on April 17, 2020. UW System has also published [FAQs](#) on its policy.

UWO Approach:

Furloughs may be implemented at any time as operational needs arise, so long as the UW System interim policy remains in effect. UWO will implement intermittent furlough days for all eligible employees effective September 1, 2020 through December 31, 2020. The number of furlough days will be assigned incrementally by annual salary bands below:

*Base Salary		Number of Furlough Days Assigned	% Reduction	
			Bi-weekly	Monthly
60,000	Above	8	8.89%	9.09%
46,000	59,999	6	6.67%	6.82%
33,000	45,999	4	4.44%	4.55%
Below	32,999	Exempt		

**Base salary is calculated at 1.0 FTE. Instructions on how to prorate furlough days for part-time employees is below.*

Human Resources

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Intermittent Furlough Assignments

- Furlough assignments will be administrated by payroll smoothing. The smoothing process means base salary will be reduced across all designated pay periods to spread out the reduction. This means the percentage reduction will be calculated by the number of pay periods within the designated timeframe of Sept 1 – Dec 31. Pay will not fluctuate when a furlough day is taken.
- Employees will have the option to select furlough dates upon supervisor and/or Department Chair approval.
- Timesheet entry is required for the week the furlough day is taken, unless the employee is classified as faculty or instructional academic staff. Employees with this exemption, will enter an absence for tracking, but is not required to complete a timesheet.
- A furlough assignment may be taken in full or half day increments that do not exceed one day in any two-week period.
- Employees with multiple appointments will be assigned furlough days based on each eligible position.
- Employees that are hired between Sept. 1, 2020 – Dec. 31, 2020 will be assigned a prorated amount of intermittent furlough days based on hire date. They will receive notification of the prorated intermittent furlough assignment after their contract is accepted.

Intermittent Furlough Assignments for Part-Time Employees

If you are a part-time employee (< 1.0 FTE), the amount of your furlough time is prorated by the percentage of your appointment (% FTE or full-time equivalency). This is calculated using a three-step process.

Step 1: Determine the number of furlough days assigned to your annual pay rate, without adjusting for part-time.

Step 2: Multiply the number of furlough days by the percentage of your appointment (% FTE). For example, if your appointment is 0.75 FTE, you would multiply the number of furlough days by 0.75. (Note: Furlough days are in 8 hour increments)

Step 3: Convert the number of prorated furlough days (from Step 2) to hours by multiplying the number of days by 8 and rounding to the nearest whole hour.

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Exclusions from Intermittent Furlough

The following appointments are excluded from the intermittent furlough:

- University Staff Temporary Employees
- Graduate Assistants
- Student hourly employees
- Employees paid lump sum
- Employees working under the terms of a work visa (such as H-1B or E-3)
- Employees who are grant-funded 50% or more

Below is general information about furloughs that applies regardless of when a furlough is implemented:

1. Employees are not permitted to work when on an assigned furlough. Faculty may work on scholarship.
2. Employees may not substitute paid leave such as personal, vacation, or sick leave for a furlough assignment.
3. Division Heads/Deans shall work with supervisors and/or Department Chairs in their division to minimize negative operational impact when approving furlough assignment requests.
4. Human Resources will formally notify all impacted individuals via employee email with a minimum seven (7) calendar days' notice prior to the furlough start date.
5. Employees will be provided information/resources regarding furlough reporting processes via the [HR furlough website](#).
6. Furloughs must not be used as a disciplinary measure nor as a substitute for a performance improvement plan. Also, may not be based on any classification protected by law, any employee on a protected leave (medical, childcare) are required to be treated equally regardless of leave status thus would be subjected to intermittent furloughs.

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