Gina: Welcome everyone to this meeting where human resources and diversity will answer all questions furlough. Please note that this session will be recorded.

It will be made available as soon as possible on the website listed on the bottom of the slide. First, I will read questions that were submitted already, then I will read questions people type into the Q and A box in the lower right.

Hand corner. First, we will start off with our Dr. Janelle Crowley.

Janelle: Good morning everyone and thank you for taking the time to be here.

This is an unusual time that we're all facing and you know that this has also elevated a number anxiety issues and this is a trying time for everyone.

I first would like to get kudos to everyone for really jumping in and trying to help the University, especially as we're facing some financial challenges because of Covid. We were so fortunate for so much work that has been done during the past year.

We were walking into this new budget and walking into June 30th prior to Covid with a balance budget. Thanks to all of the work from everyone throughout campus.

So the Covid has really put a lot of challenges to all of the universities.
President Cross was most gracious yesterday during a meeting that everyone has really helped with all of their campuses and still trying to provide the student success that the university was canceled. comprehensives have done so well so thank you for that. I would also like to take an opportunity to really thank the human resources and diversity staff, because they're all doing jobs that they had never thought that they would be doing handling their four to five hundred, summer session, summer work going through four hundred unemployment requests and that has nothing to do with University Wisconsin Whitewater. What University Wisconsin Whitewater provides are dates of service, the employee dates and that's basically what we do when we respond to the Department of Workforce Development. So, they are responsible for making all of those determinations, we just provide information. So, so thanks, we're working through those. I worked with Kai yesterday and it comes down to small pile. So this has been insurmountable task and thanks to the payroll
department for making sure that everyone's getting paid as they should, to talent acquisition doing, working with system to try to make sure things are going smoothly up there and entered into job data.

22
00:03:11.694 --> 00:03:23.965
So this has been, everyone has been jumping in to make things happen, and to make sure that benefits continue, to make sure payroll continues.

23
00:03:24.805 --> 00:03:35.875
So, thanks to everyone for your patience, we're trying to put out FAQs as quickly as we get them and respond as quickly as possible. Some of them are unique situations.

24
00:03:36.145 --> 00:03:49.314
So we do have a number of questions that have been presented. We will try to respond to many of them today. So thank you. And I will turn it back over to Gina.

25
00:03:49.705 --> 00:03:52.525
And thank you, Gina for preparing everything for today.

26
00:03:56.664 --> 00:04:10.134
Gina: Of course. And our first question that we have is, If, and when we return to work even if phased or spread out approach will UWW or HR be providing a liability form

27
00:04:10.375 --> 00:04:24.654
That all staff would sign stating, we, UWW, would not be held liable if anyone falls ill to COVID after returning to work. Someone feels this may be important as some staff may push back and say that you made me come back to work.

28
00:04:24.654 --> 00:04:28.225
and now I got sick if, and when, the second wave hits.

29
00:04:29.605 --> 00:04:43.074
Janelle: So, thank you for the question. On Tuesdays we meet with the Office of General Council. This is a major concern, and has been a topic of conversation.

30
00:04:43.495 --> 00:04:53.064
If you look at the Chronicle or Higher Ed today, as a matter of fact, this morning, this is also a concern that was highlighted and elucidated today's information.
So, that is currently being looked into, by the Office of General Counsel, UW System as a whole.

This is also something that came up during our lead operations group meeting yesterday.

So we hear you and we're looking into this and we will hopefully have some sort of information consistent as soon as possible.

Thank you.

Gina: The next question we have is, Questions have been asked about fall winter holidays and how they may affect furlough with campus offices shut down and allow staff,

and would staff be allowed to use three furlough days those weeks?

Janelle: So kind of sounds like the person answered their own question. The nine month employees must be on contract.

So that is during the academic year, and we have asked them to not take time off when it would impact students. So those are available days for the person to take a furlough.

Thanks Gina.

Gina: Sure. And the next question is, Most or part of my appointment is grant funded. How does furlough affect me??

Janelle: So, there has been some consideration when a grant funded person, takes a furlough, there's no value in terms of financial value, coming back to the university because the university does not pay for that.
However, there are opportunities for those who are in charge of grants, to maybe move some people around, so that way, they can still make sure they're in compliance.

So that is that the discretion of the person who's in charge of the grant funded position. We will work with the supervisors as they deem appropriate.

Good question.
Gina: Next question, are summer appointments subjective furlough?

Janelle: No.
Gina: Next one, I have been paying into the income continuation program for quite a few years. Am I able to use money from there?

Janelle: I'm going to refer that one to Stephanie to respond to.
Stephanie: Good morning.

No, you cannot use income continuation while you're on furlough. Income continuation is only if you become ill or injured, and are unable to work due to a disability.


Gina: What, if I'm on furlough for two months and what is the timeline for the checks if I worked some of the month but not all of the month.

Janelle: I'm going to refer that one to Reggie.
Reggie: Good morning everyone. It depends on what your payroll type is. If you're a bi-weekly employee, you would enter your time that you worked as normal.

And so you may continue to get a paycheck. And when furlough starts, you might have a partial payroll when you're furlough ends, you could have a partial payroll.
That's the same also, for the monthly paid employees. It all depends on the dates of your furlough.

If you're paid, according to the normal calendar and your payroll, your furlough starts on May 10th, you'll still get paid for the first ten days of May. And then the rest of the month you would be off.

So, the normal payroll schedule follows, the main payroll is paid June first. So it just all depends on the dates of your furlough.


Gina: Next question, Since I'm being asked to take more for a little time than the rest of my unit,

will I be exempt from any future furlough that the campus, that the campus, or system may ask for?

Janelle: So,

We don't know what the future holds. Right now, we have assigned those to continuous furlough, and other employees around thirteen day intermittent furlough. Honestly, we don't know what the future holds.

Gina: What about my university Fitness membership will I get a refund.

Janelle: Reggie, can you answer that question?

Reggie: Yes,

the university fitness office has already reviewed all of the memberships,
and they have pro rated their fees and so everybody who had overpaid the new prorated amount received a refund,

either on their biweekly check or their monthly payroll.

Those refunds have already been processed.

There were a couple of people, a very a very small number of people who had just a little bit of of membership due to reach that new pro-rated amount, but basically the refunds are all out already and that's all been taken care of.

Janelle: Thank you Reggie.
Gina: I'm a part time employee with two part time positions. How do I enter my furlough?
Janelle: Reggie, I'm going to hand that one back to you again.

Reggie: Okay, with two part time positions that each have FTE, if you take a furlough day, you would enter furlough unpaid day on both positions.

And then your amount of time would be the percent of of full time that you are your, your FTE. So, if you're fifty percent

a full day of a fifty percent job is four hours, so you'd enter the full day unpaid furlough, enter the four hours, and then the other job, same thing if it's the other fifty percent

so your total you'd be paying, you'd have an unpaid furlough day, and you'd have four in form for the hours.
So you, you would be unpaid for an eight hour day. When you are entering the hours amount, or positions because everybody's not fifty fifty,

72 00:11:32.995 --> 00:11:42.294
we have seventy, thirty, all kinds of different combinations. So the total still needs to add up to eight hours. If combined your a full time employee.

73 00:11:42.835 --> 00:11:54.745
So, you would just round number of hours to the nearest quarter hour when you're figuring the, the percent and the number of hours to enter.
Janelle: Thanks, Reggie.

74 00:11:57.774 --> 00:12:10.225
Gina: Next question, did monthly paid employees' time entry change? What about instructional staff?
Janelle: I didn't quite hear that, you broke up a bit.

75 00:12:11.065 --> 00:12:21.445
Can you repeat that.
Gina: I'm sorry. Did monthly paid employees time entry change. What about instructional staff?
Janelle: I'm gonna refer that back to Reggie.

76 00:12:24.475 --> 00:12:29.424
Reggie: The monthly paid employees who earn leave, submit regular monthly leave reports.

77 00:12:30.835 --> 00:12:41.424
Now, that we have the furlough, and also when we were using the Covid leave, those hours needed to be kept track of individually. And so everybody has a time sheet

78 00:12:41.424 --> 00:12:41.725
now.

79 00:12:41.995 --> 00:12:49.225
All employees have time sheets when the monthly paid employees are taking a furlough day,

80 00:12:49.705 --> 00:12:58.134
full day or half day they enter that on the time sheet. The time sheet is only used for them to record that furlough day.
So a normal absence. You would still go through the portal through your normal absence request.

If you are an instructional employee, you only need to enter the furlough time that you're taking off on that day.

So you would pick a day, enter it full day, unpaid furlough and enter eight hours or half day. Whatever it is.

The non instructional academic staff are required to complete the full week of the furlough, so if they're taking a full day, they would enter that day as unpaid day.

And there's a code for that, one on the timesheet. There's a drop down menu and the codes available to you will show there and you would select the furlough unpaid day for the day.

you're taking the furlough, and the other days there's a furlough worked. And so you would enter that the on rest of the days in that week to come up with your forty hours.

Janelle: Thanks. Gina?

Gina: Sorry about that.
Janelle: It's alright.
Gina: Okay. In 2009-2010, employees were furloughed. However, back then, it was a much simpler process.

It was akin to a straight pay cut and we were able to use the same monthly leave reports to report furlough that we've already been using to report other kinds of leave. Based on this,
I had the following question, why does there need to be two steps to approving furlough days? First approved by chairs, supervisors, and then entered on a special time card to be approved.

Janelle: That's a really good question and I wasn't here in 2009.

I will tell you that the significant difference from 2009 to today is, that was a state furlough in 2009, and we were under a totally different system.

Connie, can I ask you to jump in on that one?

Connie: Sure, I don't know that I have much to add other than this is a very different furlough situation like Janelle mentioned.

This is done individually by campus and UW system is kind of driving how we approve and enter furlough days.

So, it's just not the same as it was in 2009.

is base, is really all that we can say.

Janelle: And I will also add in this particular situation, because we are in a crisis situation with the corona virus Covid-19 pandemic.

one of the challenges is we are a federal institution in terms of receiving federal funds, even though we're a state institution, and also we're receiving emergency funds.
So we do have to account for things that are affecting our financial position. So we have to account for Covid leave, we have to account for those that are on furlough.

So it's a different, it's a different time and attendance mechanism need that we need to be prepared for future audits.

Janelle: Thanks, Connie.

Gina: Next question, it's my understanding that the furloughs were to address the budget crisis prior to the five percent cut to the current years budget.

If this is correct, will we be seeing additional furlough days in response to this additional five percent cut to all state employee, or all agencies?

Janelle: That was a topic of conversation during a meeting yesterday.

I will tell you that the five percent is not the entire budget.

It, there's a difference over the different fundings so we do not know the answer to that as of yet.

Gina: Next question will faculty whose promotions will be effective this fall, still be receiving raises for promotion to associate, a full professor.

Janelle: That is something that would be better answered through the provost office. I don't have those answers and I don't know what their plans are.

Gina: When exactly should one enter their selected furlough day, how do you decide on the period during which the date must be selected?

Janelle: Reggie.
Reggie: It's up to employee and the supervisor to determine what days the employee will be taking the furlough. You can enter them on your time sheet ahead of time.

112
00:18:34.644 --> 00:18:43.375
Or, as you take them. We do have a sheet of time sheet entry deadlines. Because it's a two week time sheet

113
00:18:44.335 --> 00:18:58.164
you are only able to enter furlough hours while that pay period is in effect until the Monday night following the end of that pay period, then the timesheets are locked out to employees. So if you miss that deadline

114
00:18:59.634 --> 00:19:09.325
Human Resources can enter those hours for you. Once they are entered, then it's up to the supervisor to approve those before the next monthly payroll calc.

115
00:19:11.035 --> 00:19:16.255
In order for those, for that payroll reduction to occur on that payroll calc.

116
00:19:17.309 --> 00:19:27.174
For instance, the main payroll is going to process next week, it's paid on June first, but it's processing next week.

117
00:19:27.174 --> 00:19:36.565
So anybody taking a furlough day in May needs to get that on the time sheet. So the supervisor can approve it before the payroll runs.

118
00:19:43.795 --> 00:19:49.494
Janelle: Another question that just came through, how far in advance can someone put in their furlough days?

119
00:19:52.555 --> 00:20:07.015
Reggie: You can put them out there on your time sheet at anytime that you just click on the next next pay period, or you put in the date to move to a forward, a future time sheet. You can put them out there at any time.

120
00:20:07.315 --> 00:20:20.515
And if they're future, and you end up not taking that day or something happens, you can always delete them. You can delete the row and just put in a different day that you've decided to take furlough.
Janelle: Thank you, Reggie.
Gina: If I select two, four hour days furlough, the do I have to specify mornings or afternoons.

Janelle: Reggie.
Reggie: For the hourly employees, we already enter the hours that we work and so then we would enter the, the drop down and add an extra row for the furlough to enter the other four hours as just a quantity.

The monthly paid employees don't enter times on the time sheet. All they enter is that time reporting code column. So they would select the unpaid furlough, four hours on one day.

And then

Click on that plus sign on the left. I know you're not looking at a time sheet right now, but on the left of that row, there's a plus button. You would click on that and it would add another row for that same date.

And then you would select the code.

Furlough hours worked. So you'd have 4 and 4 for each of the days you took a half a day off. I hope. I hope that makes sense. I I know you you can't see a time sheet.

So, we have the instructions out in the FAQs, and on our website and yes, if you have any questions, obviously, just contact us. Thank you.
Gina: Yes, it's, I'm an eighty percent employee. How do I pro rate the required thirteen days? Do I take eighty percent of 104 furlough hours?

Janelle: I'm going to refer that to Reggie again.
Reggie: If you're required to take the thirteen days of furlough, you would take thirteen days.

When you enter that on your time sheet, you would select all day unpaid furlough, and the number of hours you would enter is your eighty percent of eight. So that's where your, you're adjusting for the number of hours.

You would take eighty percent of eight hours and enter that in the quantity. You're still taking thirteen days off, like everybody else. It's just a different number of hours.

Janelle: Thanks Reggie. I see it's up on shared document there, how to do that too, thanks, Gina.

Gina: Sure,

Will the cost of a furlough day vary from 1/20th to 1/23rd of monthly base salary and how are holidays figured in to determine the number of workdays per period, per pay period, for those on
an academic pay period.

00:23:14.305 --> 00:23:18.775
Janelle: Reggie.
Reggie: The average number of workdays

00:23:20.549 --> 00:23:23.934
For the year is twenty two for each month.

00:23:25.525 --> 00:23:29.154
When an employee enters a full unpaid furlough day.

00:23:30.390 --> 00:23:41.815
They would enter eight hours and then when the payroll processes, it will
reduce their pay by one twenty second of their, their pay for that day.
In that way

00:23:42.174 --> 00:23:56.724
If they take a furlough day in October, which has thirty one days, and
furlough day in February, which has twenty eight days, the pay reduction
will be the same amount because they're using twenty two days across the
whole year.

00:23:57.450 --> 00:24:04.404
So no matter when you take that furlough day, you will have a pay
deduction of one, twenty second of your pay.

00:24:07.650 --> 00:24:21.684
Janelle: Thanks Reggie, Gina
Gina: I'm on a full year Sabbatical 2019-2020. How is my number of days
calculated? Am I to take all thirteen days. When can I begin taking those
days?

00:24:21.984 --> 00:24:29.575
I.e. I would like to start taking them immediately while on sabbatical.
Though I understand I am unable to take them during the summer.

00:24:33.085 --> 00:24:44.724
Janelle: Reggie.
Reggie: Employees who are on sabbatical are still being paid, if you're
on a full years sabbatical your pay is most likely sixty percent of your
normal pay.
you would still take the thirteen days off with the hours that you would enter be sixty five percent of the eight hours for the day. So you're still taking those the same number of days again.

153
00:24:59.815 --> 00:25:12.384
It's just adjusted by your FTE for the period that you're on furlough. You're still being paid. You're still earning leave so you would still be required to go through this process as an employee on a sabbatical.

154
00:25:12.894 --> 00:25:15.384
You are a nine months academic year employee

155
00:25:16.494 --> 00:25:24.865
And the furloughs are not occurring over the summer. So you would have to take those thirteen days during the nine months of the academic year.

156
00:25:28.019 --> 00:25:40.134
Janelle: Thanks Reggie. Gina: For nine month employees, faculty, that want to take thirteen consecutive furlough days. They have to obtain permission from the supervisor and HR and D.

157
00:25:40.674 --> 00:25:51.535
How do I request this approval, am I required to provide specific grounds and will my benefits during furlough be treated differently if I take the consecutive thirteen day furlough.

158
00:25:54.505 --> 00:26:05.545
Janelle: So, there's two part question so, if you want to, if you are interested in taking a continuous furlough, you would need to get that approved through your chair.

159
00:26:06.565 --> 00:26:10.585
And then for the benefits,

160
00:26:10.585 --> 00:26:13.734
I'm gonna refer that to Stephanie or Reggie,

161
00:26:13.734 --> 00:26:18.565
because would still it would not affect your benefits,

162
00:26:18.565 --> 00:26:24.744
except for you need to pay. Janelle: Stephanie?
Stephanie: Yes, that's correct. It wouldn't affect your benefits because it'd still be on payroll for the remainder of that month. And that would cover your benefit premiums.

Janelle: Thanks Stephanie.

Gina: My question as a nine month instructional staff employee is regarding taking aggregate furlough days off, looking at the instructional staff contractual period calendar for 2020 through ,

Can you please confirm or verify which days can be used outside of actual instructional days or is it basically any day outside of a holiday and weekend. And they list out the faculty staff orientation August 19th, through the 31st.

What about Tuesday, September 1st? What about Wednesday, November 25th and Friday, November 27th, what about December 28th, through the 30th and then going into next year, January 4-15th.

and then March 22nd through the 26th

Janelle: Thanks, Gina. I think the individual somewhat answered their own question here, because the furlough plan was designed and intended to allow some flexibility. So that way we would minimize impact to students.

So those are opportune times for nine month instructional staff to take time off to take their furlough days.
Gina: Sure, and I, we did go through all the emails that were submitted through yesterday. So we will go through the Q and A, that are below. The first couple that we got seemed to be the same type of question.

May I take five furlough days in a row and claim unemployment for income, not received for that week to help with income loss.

Janelle: So, I think it's really important to highlight that we do not make the decisions for unemployment.

So, we provide them with the dates, and the Department of Workforce Development does know that the University System is trying to cut costs. So, that decision ultimately is not up to us.

We do have employees acknowledge that we don't make that decision when they take furlough days together.

Gina: The next one is, can staff use five furlough days in one week, and then claim an unemployment for that week? I think we just answered that. Janelle: I think we did, thanks.

Janelle: Reggie.

Reggie: Okay, I'm not sure what the initials stand for, but I'm assuming that's it's...

Janelle: I think it's academic instructional staff.

Reggie: Okay, so again, you would be required to take the thirteen days. That's how many days have been decided on for the employees at the UW Whitewater campus.
So, you could take your thirteen days starting in May, now, and then pick them back up again next year from September through May. But again, you would be taking thirteen days, your day

Would be what your FTE is at the time that you take that time off.

Janelle: That's where it's based on the FTE. So, at that time so thank you Reggie.

Gina: Next question, so do I enter each day of my twenty days of furlough on my time sheet?

Janelle: It sounds like that individual is on a continuous furlough.

And I'm making that assumption that it's a continuous furlough. So, yes. So Reggie, can you answer that.

Reggie: The employees that have been placed on a continuous furlough, we've got several of them out right now for a three month furlough, human resources is uploading the furlough hours for those employees onto their time sheets.

they still need to be recorded.

But, of course, for three months, we don't want you going into your time sheet and entering that for every day. So we are uploading those. We are approving those employees taking intermittent furlough. have to submit their own hours.

Janelle: Thank you and it's important to note and you bring up an important point there, Reggie, that, while someone is on a furlough, they're not supposed to work during that furlough period.
So that's one of the reasons that HR is managing those who are on a continuous furlough.

193
00:31:31.470 --> 00:31:42.684
Janelle: Thank you.
Gina: Next question if I'm still working full time, why do I see a hundred and ninety two hours for Covid nineteen in the time and absence portal.

194
00:31:44.724 --> 00:31:58.345
Janelle: We do know that this has been a little bit confusing UW system came out of the gate, right away to try to support employees throughout the system. And that was before the federal changes came in.

195
00:31:58.734 --> 00:32:01.015
So Reggie. Can you explain it?

196
00:32:03.865 --> 00:32:14.875
Reggie: UW system employees were given eighty hours of covid leave right up front as Janelle said. When the federal policy changed

197
00:32:16.525 --> 00:32:30.835
Extra hours were added on and I believe it had to do also with, let's say, for at home order from the governor. So all of these hours were available two hundred and seventy two hours to start with.

198
00:32:32.099 --> 00:32:35.095
For the period of March 17th, to May 1st.

199
00:32:35.275 --> 00:32:47.394
So employees needing to take leave because of covid could use those hours at that time those additional hours that were added those one hundred and ninety two hours expired on May first.

200
00:32:47.910 --> 00:33:01.825
So, if an employee has not used any, or they've used less than eighty, they still have eighty or the balance of it to use for Covid related absences the rest of the year.

201
00:33:02.394 --> 00:33:15.505
But the hundred and ninety two hours, or whatever was left of that will be deleted from showing in the absence balances. Janelle: I think that's a really good point to note.

202
The University of Wisconsin system has centralized a number of these processes through technology through I. T, so keeping in mind that there are

Over forty thousand employees, the service center, and the UW system has been quite responsive, trying to make changes.

And even when they made changes, they've had to go in based on Q and A, based on needs of the campuses to update those things.

So it has been a bit confusing so we're attending different meetings,

AG2 meetings on Tuesday mornings CHRO OGC meetings and Tuesdays,

we have meetings on Thursdays.

So this is ongoing evolution, which has been confusing, not only for UW, system, but in every single workplace, the hospitals are jumping through hoops.

Just everyone is making lots of changes to the policies as quickly as they can.

And as some of, you know, UW system has been trying to update their processes and policies, especially for vacation carry over.

So they're going through a lot of these things as quickly as possible taking it to the board of Regents.

Some things are straddled to the state legislature so some things you're going there as well, some things are going to the department of administration.
So it is, it is a very challenging time. So.

Thank you for reminding me of that Reggie. Gina.

Gina: For intermittent leave staff. Does potential unused to leave carry over through June 20 2021.

Janelle: Reggie.

Reggie: Yes, there's an intermittent vacation carry over policy for UW system and

All of the leave that would have expired on June 30th, for the monthly employees.

Will be carried over for another year to next year on June 30th and the university staff, even though our year is a calendar year, and our balances would not expire until December Thirty first

Those also will be carried over until next, June

Thirty,

because there is,

because there's not the opportunity to use those carry over hours. So everything that you have,

I shouldn't say everything, vacation personal holiday in any earned comp time, those balances will all carry over to next year on June thirty. If you have a legal holiday that you didn't work

like Martin Luther King day.
That you did work, I mean, I'm sorry if you worked on Martin Luther King day, you still got that legal holiday to take. The legal holidays will expire when they're supposed to.

So, for university staff, that would be December thirty first and for the monthly employees their fiscal year holidays will expire on June 30th if they will not carry over till next year. On June 30th.

Janelle: Thank you Reggie.

Gina: Next question. Do nine month faculty enter No leave taken on the regular leave reports, despite having claimed furlough time on that form.

Janelle: Reggie.

Reggie: Yes, yes, the, furlough time entered on the time sheets is for auditing purposes and for payroll.

So that the, the reduction is made in the employees pay. It does not satisfy a leave report, because it's not a true absence. So it does not satisfy the requirement of submitting a monthly leave report.

So, if you did not have any absences for the month, you would still enter your no leave taken, leave report for that month.

Even if you had taken furlough days.

Gina: I have two questions about the insurance form for the consecutive furlough. Number one. Do I have to print it, sign it and then scan it in to send, or just putting my name in that line work. Number two, am I sending it to HR or system?
Janelle: Stephanie.
Stephanie: Okay, that's a really good question. The form is online and you can find a link to it on the FAQ page. It does allow you to fill it in electronically.

You can save it and email it to benefits at U. W. W. dot E. D. U.

You can if you prefer to print it and fill it out manually,

you can do that and then scan it and email it to the benefits email,

or you can interoffice it to our office,

whichever you prefer to do and then we will log it.

And forward it to UW system shared services for processing.

Janelle: Thanks, Stephanie.

Gina: Question, can a part time employee, say someone that .22 take the equivalent of multiple days on one day by my calc,

they take one point seven hours per furlough day,

so they can enter three point five hours on one day.
This would be for someone on monthly payroll.

Reggie: No, you cannot take more than your FTE. It would be the same equivalent as a full time employee claiming sixteen hours for taking one day furlough.

So, each day of furlough the maximum hours you would claim would be your FTE rounded to the nearest quarter hour.

Janelle: Thanks, Reggie.
Gina: How do we know HR has approved our furlough request after it's been approved by our supervisor or department share, who is the HR contact person that's the department chair contacts. How long do we wait before we know.

Janelle: That is up to...

We really are working with the supervisors throughout the entire campus, so if a request goes to chair or to the supervisor, director,

Vice chancellor,

it really is up to that individual because they understand the work that needs to be conducted in their area.

So, if I get something from a supervisor, I will, you know, approve it, if the supervisor approves it, and there are no conflicts within the area, we're going to approve that.

So we are approving those on a daily basis. So I have nothing, nothing left in my queue. So that would be question to reach out to your supervisor for.
Gina: And I think this question was answered, but just to clarify, with the thirteen day, intermittent furlough will be allowed to take furlough days consecutively. If so, will there be a limit on the number of days?

Janelle: That would be at the discretion of your supervisor.

Gina: Is it okay for us to take vacation days prior to our furlough day?

Janelle: There's no reason why you can't take a vacation connected to a furlough day.

Gina: Regarding if I take my thirty two regular hours of pay then have an eight hour furlough day, but then I am called in to work on a Saturday.

Janelle: Sorry, that's my dog is coming to the door. I'll let somebody take that call.

Reggie: Could you read it again? Gina?

Gina: Sure, regarding if I take my thirty two regular hours of pay, then have an eight hour furlough day, but then I'm called in to work on a Saturday.

Reggie: I'm sorry. Employees cannot have overtime on a week that they have furlough. The most hours that they can claim on that week would be forty.

So, if they work thirty two hours, they take the Friday off. It's already Pre approved furlough day

They, the supervisor cannot call them back in on Saturday, or if they are called in, for work related that they need to perform.
I think that they would have to use leave time for the furlough day that they were off. You can't have overtime in a week that you have furlough, the maximum is forty hours. Connie, can you explain anything about that?

Connie: Yeah, so if somebody gets called in and then they end up working forty hours, they will have to take their furlough day another day.

If, and if they're worked in the same answers, if they worked over thirty two hours, then, like, Reggie said, you had to take any leave time to make it up to forty and then take your furlough date on another day.

Janelle: Thank you sorry about that.

Gina: Next question. Is there a place where we can see the remainder amount of days on our time sheet?

Janelle: We talked about that Reggie.

Reggie: That's a really good question.

I don't believe that would show up anywhere, because it's not a, a standard number of hours that they can plug into the payroll or the leave system.

Each campus is determining what their needs are in the amount of furlough they are requiring their employees to take.

So, I know that we can run reports on who's taking furlough and how many hours they've used and I believe we're keeping track of that in our office. But, I don't know that there's any place the employee could see it.

If they weren't keeping track of it themselves.

Gina: I did. This is Gina. I did see that on my time sheet, because I took a half day furlough already when I find out where that is I will post that on FAQ HR web page.
Gina: This is a next question, goes back to the continuous furlough. Someone takes twenty continuous days. Do they have to report that in their time sheet?

Reggie: Employees on continuous furlough.

I believe it would have to be more than a week. So if you're only on continuous furlough, if you arrange that with your supervisor to be off three days in a row or five days in a row, you would enter that yourself.

But the longer term consecutive furloughs, we are taking care of entering those hours. Gina, I just have a follow up question.

When you say that you saw it, are you was it showing the amount you had taken or the amount left to take?

Gina: No, just the amount that I've taken so far I just showed the four hours I had already requested.

Reggie: Okay. Thank you.

Gina: Sure. And are there any differences between taking unpaid time off and volunteering for part time furlough?

Reggie: This is something we've talked about in our office, everybody is required to take a number of days of furlough. If it is arranged with the supervisor to take those consecutively.

I believe the discussion is still going on as to whether or not that's a voluntary leave of absence. Janelle?

Janelle: That's something that I know they're talking about at the system level, so to be determined.
Gina: Next question, if an instructional staff receives semester price semester contracts, do they just take the six point five days in the fall? So they want wouldn't officially know that they have a spring contract.

Janelle: It would be based on their FTE at that time.

Gina: I'm sorry I'm reading through some questions that have been answered already, so I'm skipping a few.

So again, this recording will be posted next week on the website. So, please refer to that to if you haven't heard your question answered yet.

Gina: Do we have to use all of our furlough days before we use our vacation or personal days?

Connie: If you're on intermittent furlough, you can intertwine, or take vacation your paid days and your unpaid furlough days at different times.

you don't have to use your furlough first.

Gina: Department and college approval is needed to take consecutive days for intermittent employees, which can vary by department and college.

Why is there not a more flexible, or why is there not more flexibility with this or a more consistent policy across all colleges?

Connie: I'm sorry, can you can you repeat the first part of the question again? Gina: Sure.
Department and college approval is needed to take consecutive intermittent leave for employees, which can vary by department and college. Why is there not more flexibility with this, or a more consistent policy across all colleges?

Connie: So, furlough days, have to be approved by the supervisor based on operational need.

So that is the flexibility that we're allowing supervisors to determine what the department needs and who can be off, and when, and, that's so we're not mandating across campus. Or any one way to do that we're leaving it up to individual supervisors managers and directors.

Janelle: Thanks, Connie.

And I think that brings up one of the challenges that we had when we were putting together the furlough plan, you know, a lot of these decisions are really not made in a vacuum.

There's a lot of consideration and thought that goes into some of these issues. And in that regard, people wanted to have some flexibility. So that way we were not impacting students.

So that was a priority.

So that's why we did leave it to the discretion of the different supervisors and the colleges, so that was something that was important early on. So, good question, thank you.
Gina: Next question if someone on a .22 contract can't enter more than 1.75 on a furlough day. How many hours can they enter on the day that they teach?

00:49:29.789 --> 00:49:32.784
They might be teaching three hours on one day.

Janelle: Reggie.

00:49:38.304 --> 00:49:45.625
Reggie: I'm not sure I, under the stand that question completely. An instructional day if you're twenty two percent

00:49:46.885 --> 00:49:59.965
your instructional day is, is that day. That's your twenty two percent. So then if you are, if you take a, if you claim furlough on a day, that's a non instructional day, then you would enter that FTE

00:50:00.054 --> 00:50:08.994
that's coming up to rounding to one point seven five. That's what you would take on that day. I'm hoping that answers the question. I'm not really sure.

00:50:12.324 --> 00:50:20.784
Janelle: I think they were asking, I'm not sure either, I think what they were asking, can they take more that what their FTE is scheduled for?

00:50:22.019 --> 00:50:28.885
I think that's what they're asking, can they take, if their appointment is two point eight, can they take

00:50:29.905 --> 00:50:31.284
more than that in a day.

00:50:35.489 --> 00:50:48.295
Gina: Do we only report furlough time taken on the furlough form or do we also have to report hours worked on that form for the nine month faculty. A recent email sent by HR indicated the latter,

00:50:48.719 --> 00:50:51.534
but we think we had something different during this,

00:50:51.534 --> 00:51:05.454
heard something different during this webinar.
Janelle: And that did change, system originally had it where we had to, for faculty, had to put it in all week and that to change so for teachers specifically and I think

lawyers,

teachers and one other category, doctors.

So, that was changed in the system. So it needs just the one day... for in faculty.

Reggie: Right now the monthly timesheet tip sheet does indicate that a monthly employee has to fill in the whole week that they take a furlough, but they are updating that because as Janelle said that policy has changed.

And Gina mentioned at the very beginning, that a lot of this information is still being looked at, still being talked about and so things are changing as we go.

So we are, you know, we are getting the information out as quickly as we can, but yes, you might hear something, and then later, hear something different because the policy has changed.

Gina: And there are questions coming in about special circumstances. We would recommend that you email HR@uw.edu for the special circumstances to be addressed.

There is a question wanting a little bit more clarification. Can you confirm that holiday eligibility is not affected by furlough. I.e., if I take furlough on a Friday and Monday, and Monday is a holiday, is my holiday affected. What
if I take Friday and Tuesday?

326 00:52:36.414 --> 00:52:40.644
Janelle: We actually talked about this this morning, Connie. I'll let you
take that one.

327 00:52:48.235 --> 00:52:59.934
or Reggie.
Reggie: In order to be paid for a legal holiday, you need to be in pay
status the day before, or the day after the holiday.

328 00:53:00.474 --> 00:53:11.485
So from Memorial day, which is Monday, you could take a furlough unpaid
day on Friday. And then Monday is the legal holiday. Tuesday you would
have to be in pay status.

329 00:53:11.815 --> 00:53:19.045
So you would either have to have work hours that day, or claim paid leave
that day in order to get the holiday pay.

330 00:53:22.914 --> 00:53:37.824
Janelle: Thank you Reggie.
Gina: And there are a couple of questions that I'm not quite able to read
because it, like this one is how many days does someone who is on a
contract shorter for nine,

331 00:53:37.885 --> 00:53:38.635
nine months.

332 00:53:39.864 --> 00:53:46.914
And I, you know, if someone could retype the question to clarify what it
was intending to say, please do so.

333 00:53:49.494 --> 00:53:53.215
The last question I have right now was just emailed to me,

334 00:53:53.784 --> 00:53:56.574
I would like to revisit a question posed earlier,

335 00:53:56.880 --> 00:54:07.885
but those who received summer furloughs be required to participate in the
thirteen day furlough with the rest of the university beginning in
September. The response originally was that we were unsure.
Janelle: So, I guess I'm, if the person is on a continuous furlough,
Then they're not going to be part of the intermittent, thirteen days furlough.

The concern that I have is,
I don't know what the plans are for the future so that, that's the only concern that I have. as of right now the plan is,
if you're on a continuous furlough,
you will not be required to be part of a thirteen day intermittent furlough.
But the caveat is, we don't know what the future holds.

Gina: I just wanted to clarify that for Memorial weekend if they were to work Friday, but take off Tuesday as furlough, would they still get the holiday pay.

Janelle:  Reggie.
Reggie: That's a really good question.

I haven't looked at the time sheets or the time periods to know if Memorial day starts a pay period,
but when the payrolls process,
it it should look at the fact that you work on Friday.
So you are, so you technically have met the requirement of working the day before and, or the day after the holiday to get the holiday pay.

Janelle: Thanks Reggie:
Gina: Someone said 4th of July floating holiday this year, how is this impacted furlough? Especially considering the answer about Memorial day was just given.

Janelle: July fourth is considered a floating holiday.

As a furloughed employee, you're still considered an employee.

Reggie: That is correct furloughed employees are still active employees.

And they, July fourth is a Saturday this year, and a Saturday holiday becomes a floating holiday that the employee can use anytime during the year.

So that is still available to those employees.

But back to Memorial day, you need to be in pay status because it's on a workday, on a weekday you need to be in pay status before or after to get the holiday pay from Memorial day.

July 4th this year is a floating holiday for everyone.

Gina: I think we have time for just one more question, how many furlough days is someone required to take if they are on something less than a nine month contract, as an example instructor, hired for only one semester.
Janelle: That would be dependent upon their FTE. So, they're there for one class it would be based on that particular FTE, it would reduce, be reduced to pro rated...

Reggie, do you have anything you'd like to add to that?
Reggie: I think we talked about this before and I'm not sure if this is the same situation.

But if a full year, full academic year employee is going to be required to take the thirteen days of furlough.

So, if somebody is hired for just one semester, I believe they would only have to take the six and a half days of furlough. Again, the hours for those days would be prorated, based on the FTE.

But everybody is required to take furlough days. So somebody who only has a half year contract, would only have to take half the number of days.

Correct Thank you, Reggie. So I show ten fifty nine, we did get through a number of questions today.

I hope that provided some clarification. Please stay tuned and look at the FAQs because they are being updated as soon as we get information as well.

It's a little bit different now that we have a service center that is trying to amalgamate and put all of this information together in one location. So please stay tuned.

And if you have any questions, feel free to reach out to us in HR but you can see that this is very much time sensitive. It is a heavy lift for payroll. So thanks to them. It's a heavy lift for benefits.

Thank you. It's a heavy lift for talent acquisition. They're responsible for all of the spreadsheets going back and forth with system. It's heavy
lift to track and monitor those that are on intermittent and continuous furlough.

368
00:59:17.065 --> 00:59:25.644
So it's a heavy lift across the entire campus. So thanks to all of you. And thank you for attending this morning. Best wishes to you all and stay safe.