

## **Furlough Guidance Committee Charge**

### **Approved by FSEC on 2020-70-06**

This committee is intended to answer the how-to type questions and give some guidance/suggestions for faculty (and instructional academic staff) about how to best take their furlough days.

The main obstacles to clarity seem to be:

- 1) HR often answers questions with, “ask your supervisor,” but Department Chairs have very little information.
- 2) UWW is incentivized to not help people apply for unemployment because the institution has to pay some percentage toward unemployment claims.
- 3) Questions raised in town hall style meetings are either inadequately answered because no follow up is possible or lost in the chat.

As such, we charge this group to collect questions from faculty, find answers to those questions from internal or external resources, and compose a webpage of concrete advice about how to minimize the financial and professional harm of this furlough requirement.

Some starter questions would be:

- Can you take more than 2 days of furlough in 1 month?
- Can you take all of your furloughs day over winterim?
- Can you take all of your furlough days in Aug before classes start?
- Is it better to take your furloughs in the fall because we (theoretically) will be getting a 2% raise in the spring?
- Can you apply for unemployment? If so, is that only if you take days in a row?
- How do you apply for unemployment?
- How do you fill out your timesheet or whatever to show that you’ve taken a furlough day?
- What do you do if you teach 5 days per week?
- Can you use a furlough day if you are sick (like in place of a sick day)?
- Is it really up to Dept Chairs to decide when people can take their furloughs? Or can people just take them and make sure their classes are adequately covered in terms of content and assignments?