Furlough Plan Checklist

☐ 1) Identify staff to be designated as Appointing Authority for purposes of furlough

a. Fill out appropriate Appointing Authority documentation for each level of the organization where applicable
b. Include Appointing Authority documentation

☐ 2) Identify exemption requests, if any

a. Identify group or groups affected
b. Identify anticipated harm to public or negative impact to the agency
c. Identify plan to achieve savings in lieu of furlough days
d. Justify reasons for request
e. Provide alternate plan in case exemption is denied

☐ 3) Identify exception requests, if any

a. Identify group or groups affected
b. Identify anticipated harm to public or negative impact to the agency
c. Justify reasons for request
d. Provide alternate arrangement

☐ 4) Identify staff to be furloughed

a. Full-time
b. Part-time
c. Interim
d. Contractors

☐ 5) Identify method of notification to staff

a. Designated days
b. Non-designated days
c. Contractors

☐ 6) Certification of compliance

a. Maximum furlough hours in six-month period
b. 20 percent limit on employee's work hours in a week
c. Employees have not utilized accrued leave balances for furlough
d. Reduction of contract workers' schedules
e. Submitted Certification Statement to Mary Elizabeth Harrod, Division of Employee Management

☐ 7) Fiscal Oversight

a. Anticipated additional administrative costs
b. Projected versus actual budgeted compensatory and overtime

☐ 8) Contact your Furlough Liaison with any questions

☐ 9) Submit furlough plan to your furlough liaison

- ☐ August 23 Deadline (for plans requesting flexibility on the September 3 designated date)
- ☐ September 10 Deadline (for all other dates not included in the September 3 plan)