

FURLOUGH INFORMATION  
ALL AIR RESOURCES BOARD OFFICES

As directed by the Governor, the Furlough Program begins with the February 2009 pay period and goes through the June 2010 pay period. During that time frame employees will have two unpaid days off each month.

**This program is subject to change through court or legislative action and through bargaining.**

Beginning February 6, 2009, most State offices and general government operations will be closed on the first and third Fridays of each calendar month. Those will be furlough days for employees of the offices and operations that are closed, including all offices outside of Sacramento. Adherence to this schedule is required unless you have received an exemption from your Deputy Executive Officer to work on Furlough days and take a different day off in the month.

In an emergency situation, an employee may be eligible to take a Furlough day on another day in the month upon Division Chief approval.

**Who Does the Furlough Program Apply To?**

The Furlough Program applies to all employees other than those exempted in [Executive Order S-16-08](#). All Air Resources Board (ARB) employees are subject to the Furlough.

Retired annuitants, students and contract employees cannot work on Furlough days and do not accrue furlough time.

The Furlough Program does not apply to employees who are:

- on a leave of absence without pay,
- on long term military leave, or
- that are seasonal with a CB/ID designation of E.

**What is Not Affected?**

- state service credit
- leave accruals
- medical benefits
- dental benefits
- lump sum payments

- retirement benefits
- military leave compensation or supplemental pay
- disability leave payments for employees receiving Temporary Disability, Industrial Disability Leave, Non-Industrial Disability Leave, LC4800 time, SDI, or Involuntary Leave and supplemental payments. However, when an employee returns to partial work, the hours they work will be affected.

The SCO will adjust your salary to reflect a 9.23% reduction. The 9.23% equals salary loss of two non-work days. The taxes and your portion of retirement contributions (regardless of timebase) will be based on the reduced salary. However, your base salary for retirement purposes will remain the same.

The adjustment doesn't affect:

- hiring above minimum adjustments
- red circle rate adjustments
- flat dollar or percentage-based pay differentials
- overtime rates or holiday pay are based on the unadjusted base salary
- merit salary adjustments

## **Furlough Hours**

Each employee is assigned a certain number of Furlough hours per month (e.g., full-time employees receive 16 hours, part-time is according to the chart shown below).

To record hours for a Furlough day on a timesheet use the abbreviation FH for Furlough hours used.

Most of ARB will be taking the Furlough hours on the first and third day of the pay period.

When an exemption has been provided to work on the Furlough day, the Furlough hours must be used within the 30-day period. ARB has not received an exemption to carry Furlough hours into the next month.

Furlough hours have no cash value and may not be cashed out. Employees receive no money for Furlough hours leftover when they separate.

Furlough hours accumulated during a pay period within that 30-day period must prior to any separation from state service.

Furlough hours cannot be donated to catastrophic leave banks.

Full-time employees will be furloughed the equivalent of two days per month, a total of 34 days over the next 17 months.

Part-time employees will be furloughed a number of hours according to their time base as shown below.

***Part-Time Employees***

| Time Base | FH Per Pay Period |
|-----------|-------------------|
| 1/10      | 1.6               |
| 1/8       | 2                 |
| 1/5       | 3.2               |
| 1/4       | 4                 |
| 3/10      | 4.8               |
| 3/8       | 6                 |
| 2/5       | 6.4               |
| 1/2       | 8                 |
| 3/5       | 9.6               |
| 5/8       | 10                |
| 7/10      | 11.2              |
| 3/4       | 12                |
| 4/5       | 12.8              |
| 7/8       | 14                |
| 9/10      | 14.4              |

***Intermittent Employees***

Intermittent employees will be furloughed based on how many hours they work in a month as shown below. The method in which Intermittent hours is calculated is complicated. Intermittent employees should contact their [Personnel Analyst](#)

(<http://www.arb.ca.gov/personnel/dir.pdf>) who will discuss the process. No intermittent employee should be working on a Furlough day.

| Hours Worked | FH Per Pay Period |
|--------------|-------------------|
| 11 to 30.9   | 2                 |
| 31 to 50.9   | 4                 |
| 51 to 70.9   | 6                 |
| 71 to 90.9   | 8                 |
| 91 to 110.9  | 10                |
| 111 to 130.9 | 12                |
| 131 to 150.9 | 14                |
| 151 or more  | 16                |

No employee should ever be furloughed more than 16 hours per monthly pay period.

### Other Issues

- **Voluntary Personal Leave Program:** Employees in the VPLP can cancel participation in that program, even if they haven't met the 12 month minimum.
- **Alternate Work Schedules:** DPA has developed sample AWW calendars. These are available on their website at the following link:  
<http://www.dpa.ca.gov/personnel-policies/furloughs/alternate-work-schedules/index.htm>  
Supervisors are encouraged to immediately work with their employees to make adjustments to their schedules to accommodate the needs of the organization as well as the employee in order to not accrue excess hours or overtime. Those employees on a 4-10-40 workweek with Fridays off are encouraged to adjust their schedules to not exceed 32 hours during the furlough weeks.
- **Scheduled Training or Conference:** If you already have training or a conference scheduled on a furlough day, you need to speak with your supervisor to obtain

authority to continue the training and take your furlough day on a different day in that pay period.

There is some additional information on DPA's website at the following link: <http://www.dpa.ca.gov/personnel-policies/pmls/2009/html/2009007.htm>. We expect that many of you may still have questions and encourage you to work with the [Personnel Analyst](#) (<http://www.arb.ca.gov/personnel/dir.pdf>) assigned to your Division or Office.