

Nebraska Department of Education

Furlough FAQs

- 1) **What will happen to an employee's health insurance while on furlough?** The state will continue to make the same premium contribution toward health insurance coverage during a period of furlough as though it was a period of paid work time.
- 2) **Will an employee's leave accrual rates change during furlough?** A furlough does not impact leave accrual rates.
- 3) **Will my retirement contributions be affected?** An employee's retirement contribution is based on a percentage of gross pay (4.8% for State plan and 8.28% for School plan). A furlough day would reduce gross pay and therefore the retirement contribution by the aforementioned percentage for that month. The current statutes do not allow employees to "make up" contributions.
- 4) **Will an employee's service anniversary date be adjusted for a furlough?** An employee's service date is adjusted when an unpaid absence exceeds fourteen consecutive calendar days. Therefore, one or two furlough days would not affect an employee's service date.
- 5) **If an employee works overtime during a week in which a furlough day is taken, will (s)he receive overtime compensation?** Furlough leave will not be counted as work time for purposes of computing overtime.
- 6) **Can an employee substitute paid leave (e.g., vacation, sick or compensatory time) for a period of furlough?** An employee may not substitute paid leave for a period of furlough.
- 7) **When may the furlough day(s) be scheduled?** They may be scheduled between October 18 and December 31, 2010, subject to supervisory approval.
- 8) **What if I need to change the date of my furlough day?** If, for some unforeseen reason, you need to change the date of your furlough day within the October 18 and December 31, 2010 period, request supervisory approval and then notify Peter Gensheimer of the change.

NDE Furlough FAQs (Continued)

- 9) If I work a compressed work week, how do I report my furlough day?** A furlough “day” is considered to be eight hours in length for full-time employees. For example, if you work four, ten-hour days, you would report only 8 hours for furlough. You could either make up the other 2 hours during that workweek or report 2 hours of vacation on the day you take the furlough. For part-time employees, see the question below.
- 10) How is the length of a furlough “day” determined for part-time employees?** The length of a furlough “day” for part-time employees is based on the percentage of FTE multiplied by 8 hours. Take for example, an employee who is .60 FTE and works three, eight-hour days per week. In this case, a furlough “day” would equal 4.8 hours (.60 FTE x 8 hours = 4.8 hours). The employee would have to make up the difference of 3.2 hours, or report 3.2 hours of leave on the furlough “day”, in order to reach the required number of hours for the workweek.
- 11) How should the furlough day be recorded on my time sheet?** Select “FUR” (Furlough) as the leave type. It is not necessary to make any notations in the comment box since a special leave code has been added for furlough. (Revised 11/5/10)
- 12) When will the deduction be taken from my paycheck?** Furlough leave will be treated as other leave. That is, it will be reported and pay will be affected in the month after you take it. So, if you take your furlough day in December, it will be applied in January.
- 13) If I elect to take a furlough day before or after a holiday, will I receive my holiday pay?** Yes. Holiday pay will not be affected by taking a furlough day on the work day immediately preceding or immediately following a holiday as the absence will be considered “excused” per Section 15.21 of the bargaining agreement and Chapter 9, Section 003.04 of the NDE Personnel Rules.
- 14) May I take a furlough day on a holiday?** No. Paid holidays are specifically set out in state statute, the bargaining agreement and the NDE Personnel Rules. Therefore, taking an unpaid furlough day on a holiday may be viewed as not complying with these policies.