



PIEDMONT TECHNICAL COLLEGE

PROCEDURE

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TITLE: Voluntary Furlough Program

RELATED POLICY AND PROCEDURES: 8-3-1020 Employee Leave

DIVISION OF RESPONSIBILITY: Business and Finance

September 9, 2013

September 9, 2013

Date Approved by President

Date of Last Review

Date of Last Revision

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND PIEDMONT TECHNICAL COLLEGE.

Administrative Responsibility

It is the responsibility of the Director of Human Resources to review and revise this procedure.

Definition

Voluntary Furlough-a work arrangement whereby eligible employees are authorized a leave of absence from work, without pay, not to exceed (90) ninety days in a fiscal year. An employee may furlough in full day increments only. A full day is counted as 8 hours.



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Procedure

This procedure establishes Piedmont Technical College's guidelines for offering employees the option to voluntarily choose to furlough for a period of not more than ninety days during a fiscal year. The Voluntary Furlough Program option is contingent upon the agency meeting legislative guidelines stipulated in the annual General Appropriations Act. The College has the option to allow an employee to participate in the Voluntary Furlough Program based on the guidelines set forth by the State Board for Technical and Comprehensive Education and this procedure.

A. General Statements

1. A Voluntary Furlough Program may be established when general funds appropriated for the agency, not the individual technical colleges, are less than the preceding fiscal year or if the General Assembly or Budget and Control Board implement a mid-year across-the-board reduction. A Voluntary Furlough Program cannot be enacted if an agency's reduction is due solely to the General Assembly transferring or deleting a program.
2. Established programs must include the criteria utilized to determine which employees are eligible to participate.
3. All decisions to request participation in the program are strictly voluntary for eligible employees.
4. The Voluntary Furlough Program is coordinated by the Office of Human Resources.
5. Participation in the Voluntary Furlough Program does not exclude employees from being required to participate in a Mandatory Furlough Program, if implemented.

B. Eligibility

All employees in FTE positions or temporary grant positions are eligible to participate.

C. Guidelines

1. Participation in the program is voluntary and subject to approval by appropriate management staff. The Voluntary Furlough Program may not be appropriate to all areas of the College, especially those having limited staff.



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2. Participation in the program is not an employee right or benefit and may be discontinued at any time by either party. Denial or termination of a voluntary furlough arrangement is not appealable or grievable; however, all decisions made under this program should be made in a non-discriminatory manner.
3. Employees are entitled to participate in the same benefits as otherwise available to them with the exception of receiving their salary. When participating in the Voluntary Furlough Program employees are placed in leave without pay status.
4. The College is responsible for making both employer and employee contributions if coverage would otherwise be interrupted for benefits which require employer and employee contributions.
5. Employees remain responsible for making contributions that require only employee contributions.
6. Employees may furlough up to ninety (90) calendar days per fiscal year. Furloughs may only be taken in full-day increments of 8 hours.
7. Employees continue to accrue annual and sick leave as if they were in a pay status.
8. If a holiday falls during the furlough period, the employee should be paid for the holiday, as observed by the College.

D. Conditions of Voluntary Furlough

1. Participation in the Voluntary Furlough Program is based on management consideration of workloads and work requirements to ensure that the College's mission and program needs are met.
2. An employee's performance review date is not to be adjusted; however, for evaluation purposes the employee's review date will be taken into consideration prior to approving a voluntary furlough.
3. An employee's hire date and continuous state service date will not be adjusted.
4. A TERI retiree participating in the Voluntary Furlough Program will not be considered as having a break in service nor will the furlough period extend the five-year limitation under TERI guidelines. The time TERI participants spend in the Voluntary Furlough Program also counts as time in the TERI program.



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5. The voluntary furlough does not adversely affect an employee's eligibility for advancement or for any other employee right or benefit.
6. At the end of the voluntary furlough period, the employee is expected to resume his/her regular schedule of work at the primary work location.

E. Application for a Voluntary Furlough

1. An eligible employee must complete an Application for Voluntary Furlough form and submit the request to his/her supervisor for review and final approval at the appropriate level of management at the College.
2. Requests for a voluntary furlough will be considered on an individual basis.
3. The Application for a Voluntary Furlough form must be completed and approved prior to the start of the employee's voluntary furlough.
4. The College submits a Supplemental Service Report (Furlough Supplements Form 1224) to the South Carolina Retirement System quarterly for all employees participating in the Voluntary Furlough Program as well as any additional forms necessary for reporting purposes.

F. Documentation and Reporting

1. The College must *provide* to the Budget and Control Board's Office of Human Resources the following information regarding furloughed employees prior to September 1st of the following fiscal year:
 - a) Total number of employees who have participated in the furlough program.
 - b) Total number of furlough days.
 - c) Estimated cost savings.
2. The System Office's Human Resource Services coordinates the annual submission of furlough information to the Budget and Control Board's Office of Human Resources.
3. The College maintains internal documentation for record keeping purposes to include the individual plan(s) and the Application for Voluntary Furlough form(s) that document the terms of the furlough and emphasizes the employee's voluntary decision to request it.