



Furlough

Sample Checklist – Important Points to Remember for Furlough Days

During the week with a furlough day:

- ✓ On the furlough day, NO WORK can be performed. Activities that are considered work include, but are not limited to:
 - Use of agency issued cellphones
 - Use of agency issued laptops
 - Checking and responding to work related email and/or calls
- ✓ All furloughed employees are considered to be NON-EXEMPT during the week when a furlough occurs and will be paid for all hours worked (including overtime). For the agency to realize the cost savings intended by furloughs, employees should not be allowed to work more than 8 hours per day on the other scheduled work days.
- ✓ All furloughed employees, including those who are typically FLSA exempt, are required to complete a time sheet during the week a furlough day occurs.
- ✓ Voice mail messages should be changed to reflect that the employee is unavailable or the agency is closed because of a furlough.
- ✓ Email should be updated with an “out of office” reply to reflect that the employee is unavailable or the agency is closed because of a furlough.
- ✓ Employees on alternate work schedules may be required to work a standard 5 days/8 hours per day schedule during the week when a furlough occurs. The schedule change would continue for a 2-week period for employees on the 9-hour workday schedule because this schedule has a 2-week cycle.