



## Biweekly Time Periods & Pay Basis Timeframes

Workforce-wide intermittent furlough days during the academic year 2020-2021 can be taken in one day or two half-day increments per biweekly time period, which coincides with the biweekly pay periods within UWS. Use the below tables to plan, schedule, and submit your intermittent furlough days.

Pay Basis	Earliest Date Intermittent Furlough can be Taken	Latest Date Intermittent Furlough can be Taken
Academic year or semester contract, paid monthly	8/24/2020	5/23/2021
Annual contract, paid monthly	9/1/2020	5/31/2021
Paid biweekly	8/30/2020	6/5/2021

UWS Biweekly Pay Periods)	Notes
08/16/2020 - 08/29/2020	Only those with an academic year or semester contract can take a furlough day during this period and cannot do so until 8/24/20.
08/30/2020 - 09/12/2020	
09/13/2020 - 09/26/2020	
09/27/2020 - 10/10/2020	
10/11/2020 - 10/24/2020	
10/25/2020 - 11/07/2020	
11/08/2020 - 11/21/2020	
11/22/2020 - 12/05/2020	Preset furlough day: November 27 <sup>th</sup>
12/06/2020 - 12/19/2020	
12/20/2020 - 01/02/2021	Preset furlough day: December 28 <sup>th</sup>
01/03/2021 - 01/16/2021	
01/17/2021 - 01/30/2021	
01/31/2021 - 02/13/2021	
02/14/2021 - 02/27/2021	
02/28/2021 - 03/13/2021	
03/14/2021 - 03/27/2021	Preset furlough day: March 26 <sup>th</sup>
03/28/2021 - 04/10/2021	
04/11/2021 - 04/24/2021	
04/25/2021 - 05/08/2021	
05/09/2021 - 05/22/2021	
05/23/2021 - 06/05/2021	Those on a(n) academic year or semester contract can only take furlough <b>on</b> 5/23/21 within this period. Annual monthly paid employees can only take a furlough day <b>through</b> 5/31/21 within this period.