Proration for New Hires and Employee Separations
Workforce Wide Furloughs Academic Year 2020-2021

Individuals who are new hires or will have employment separation may have a prorated number of workforce-wide intermittent furlough days depending on their hire date or last day worked. Proration is also based on pay status (academic year, annual, or biweekly) and/or salary. The information provided within this document is based on 1.0 FTE. Individuals who have less than a 1.0 FTE, may have a further prorated number of days. Details are provided based on annual salary and applies to all employees even if hourly (non-exempt).

C-Basis (Academic Year) Paid Employees

Each semester is prorated to 4.5 days.

Base Annual Salary of $130,000+ Proration

Individuals paid with a base annual salary of $130,000 or more have a proration based on biweekly time periods. Use the below list to identify the number of days an individual is assigned based on a hire date or last day worked.

Time Period	Number of Days Based on Hire Date	Number of Days Based on Last Day Worked (LDW)
08/30/2020 - 09/12/2020	20	1
09/13/2020 - 09/26/2020	19	2
09/27/2020 - 10/10/2020	18	3
10/11/2020 - 10/24/2020	17	4
10/25/2020 - 11/07/2020	16	5
11/08/2020 - 11/21/2020	15	6
11/22/2020 - 12/05/2020	14	7
12/06/2020 - 12/19/2020	13	8
12/20/2020 - 01/02/2021	12	9
01/03/2021 - 01/16/2021	11	10
01/17/2021 - 01/30/2021	10	11
01/31/2021 - 02/13/2021	9	12
02/14/2021 - 02/27/2021	8	13
02/28/2021 - 03/13/2021	7	14
03/14/2021 - 03/27/2021	6	15
03/28/2021 - 04/10/2021	5	16
04/11/2021 - 04/24/2021	4	17
04/25/2021 - 05/08/2021	3	18
05/09/2021 - 05/22/2021	2	19
05/23/2021 - 06/05/2021	1	20

Base Annual Salary of $80,000 - $129,999

Individuals paid with a base annual salary between $80,000 through $129,999 have a proration based on each month, even if they are an hourly employee. Use the below list to identify the number of days an individual is assigned based on a hire date or last day worked.

Each month has technically 1.25 days. However, furlough is applied and taken in half day or whole day increments. Due to the number of total days for this group, each month does not have the same math calculation.

Time Period	Number of Days Based on Hire Date	Number of Days Based on Last Day Worked (LDW)
September	12 if start date is between $1^{st} - 15^{th}$ 11.5 if start date is between 16th and end of month	.5 if LDW is between $1^{st} - 15^{th}$ 1 if LDW is between 16th and end of month
October	11 if start date is between $1^{st} - 15^{th}$ 10.5 if start date is between 16th and end of month	1.5 if LDW is between $1^{st} - 15^{th}$ 2 if LDW is between 16th and end of month
November	10 if start date is between $1^{st} - 15^{th}$ 9.5 if start date is between 16th and end of month	3 if LDW is between $1st - 15^{th}$ 4 if LDW is between 16th and end of month
December	9 if start date is between $1st - 15^{th}$ 8 if start date is between 16th and end of month	4.5 if LDW is between $1^{st} - 15^{th}$ 5 if LDW is between 16th and end of month
January	7 if start date is between $1st - 15^{th}$ 6 if start date is between 16th and end of month	6 if LDW between $1st - 15^{th}$ 7 if LDW between 16th and end of month
February	5.5 if start date is between $1st - 15^{th}$ 5 if start date is between 16th and end of month	8 if LDW between $1st - 15^{th}$ 9 if LDW between 16th and end of month
March	4 if start date is between $1st - 15^{th}$ 3 if start date is between 16th and end of month	9.5 if LDW is between $1^{st} - 15^{th}$ 10 if LDW is between 16th and end of month
April	2.5 if start date is between $1st - 15^{th}$ 2 if start date is between 16th and end of month	10.5 if LDW is between $1^{st} - 15^{th}$ 11 if LDW is between 16th and end of month
May	1.5 if start date is between $1st - 15^{th}$ 1 if start date is between 16th and end of month	11.5 if LDW is between $1^{st} - 15^{th}$ 12 if LDW is between 16th and end of month

Base Annual Salary of $50,000 - $79,999

Individuals paid with a base annual salary between $50,000 through $79,999 have a proration based on each month, even if they are an hourly employee. Use the below list to identify the number of days an individual is assigned based on a hire date or last day worked.

Furlough is applied and taken in half day or whole day increments.

Time Period	Number of Days Based on Hire Date	Number of Days Based on Last Day Worked (LDW)
September	9 if start date is between 1st – 15th 8.5 if start date is between 16th and end of month	0.5 if LDW is between 1st - 15th 1 if LDW is between 16th and end of month
October	8 if start date is between 1st – 15th 7.5 if start date is between 16th and end of month	1.5 if LDW is between 1st - 15th 2 if LDW is between 16th and end of month
November	7 if start date is between 1st – 15th 6.5 if start date is between 16th and end of month	2.5 if LDW is between 1st - 15th 3 if LDW is between 16th and end of month
December	6 if start date is between 1st – 15th 5.5 if start date is between 16th and end of month	3.5 if LDW is between 1st - 15th 4 if LDW is between 16th and end of month
January	5 if start date is between 1st – 15th 4.5 if start date is between 16th and end of month	4.5 if LDW is between 1st - 15th 5 if LDW is between 16th and end of month
February	4 if start date is between 1st – 15th 3.5 if start date is between 16th and end of month	5.5 if LDW is between 1st - 15th 6 if LDW is between 16th and end of month
March	3 if start date is between 1st – 15th 2.5 if start date is between 16th and end of month	6.5 if LDW is between 1st - 15th 7 if LDW is between 16th and end of month
April	2 if start date is between 1st – 15th 1.5 if start date is between 16th and end of month	7.5 if LDW is between 1st - 15th 8 if LDW is between 16th and end of month
May	1 if start date is between 1st – 15th 0.5 if start date is between 16th and end of month	8.5 if LDW is between 1st - 15th 9 if LDW is between 16th and end of month

Base Annual Salary of $30,000 - $49,999

Individuals paid with a base annual salary between $30,000 through $49,999 have a proration based on biweekly time periods. Use the below list to identify the number of days an individual is assigned based on a hire date or last day worked.

Each biweekly period is technically .25 days. However, furlough is applied and taken in half day or whole day increments.

Time Period	Number of Days Based on Hire Date	Number of Days Based on Last Day Worked (LDW)
08/30/2020 - 09/12/2020	5	0.5
09/13/2020 - 09/26/2020	5	0.5
09/27/2020 - 10/10/2020	4.5	1
10/11/2020 - 10/24/2020	4.5	1
10/25/2020 - 11/07/2020	4	1.5
11/08/2020 - 11/21/2020	4	1.5
11/22/2020 - 12/05/2020	3.5	2
12/06/2020 - 12/19/2020	3.5	2
12/20/2020 - 01/02/2021	3	2.5
01/03/2021 - 01/16/2021	3	2.5
01/17/2021 - 01/30/2021	2.5	3
01/31/2021 - 02/13/2021	2.5	3
02/14/2021 - 02/27/2021	2	3.5
02/28/2021 - 03/13/2021	2	3.5
03/14/2021 - 03/27/2021	1.5	4
03/28/2021 - 04/10/2021	1.5	4
04/11/2021 - 04/24/2021	1	4.5
04/25/2021 - 05/08/2021	1	4.5
05/09/2021 - 05/22/2021	0.5	5
05/23/2021 - 06/05/2021	0.5	5