



Introduction

These instructions apply for the University of Wisconsin-Stevens Point workforce-wide intermittent furlough during Academic Year 2020 – 2021. Refer to your individualized email from Human Resources to determine the number of furlough days assigned.

Additional Resources:

[UWSP COVID-19 Webpage](#)

[UWSP Furlough FAQs](#)

[UWS Furlough FAQs](#)

Scheduling and Taking a Furlough Day

Three days within the assigned furlough days are pre-determined furlough days (for almost everyone): the day after Thanksgiving, Nov. 27; Dec. 28 (during winter break); and March 26, 2021 (during spring break).



If Friday is typically an unpaid/non-workday for you, choose a different date during the same biweekly period to take your intermittent furlough day.

The start and end dates of when you can take intermittent furlough are based on your pay basis. Reference the below table to determine the first and last dates you may take a furlough day.

Pay Basis	Earliest Date Intermittent Furlough can be Taken	Latest Date Intermittent Furlough can be Taken
Academic year or semester contract, paid monthly	08/24/2020	05/23/2021
Annual contract, paid monthly	09/01/2020	05/31/2021
Paid biweekly	08/30/2020	06/05/2021

Intermittent furlough dates are requested and taken based on a [biweekly time period schedules](#). Up to a 1.0 intermittent furlough day can be taken per biweekly period. If you are assigned more than a ½ day intermittent furlough, you may choose to take your furlough in half day increments. However, you need to choose 2-half days (or one full day) in the same biweekly period.



There are **two** important steps to taking an intermittent furlough day! Read on to fully understand how to take your intermittent furlough days.

Step 1: Employee Furlough Submission Request

To request your preferred furlough date(s), use the Employee Furlough Submission e-Form in the [E-Form system](#). When requesting the dates, do so according to your supervisor’s expectations. The request form was designed per the [UW System Administrative Interim: Furlough Policy \(1200-Interim 04\)](#) and will require information such as:

- The dates and increment (full day or half day) of each furlough day requested.

- Brief description of a work plan. The work plan may include information such as tasks which cannot be accomplished due to the intermittent furlough and/or alternative contacts for immediate/emergency situations.

For complete e-Form details, see the [Employee Furlough Submission eForm Job Aid](#). Once the form is submitted, your supervisor will review the request, verify your selection complies with the intermittent criteria, assess the unit’s work plan, and approve the dates appropriately.

Step 2: Timesheet/Absence Request Completion and Submission Process



If you participated in summer intermittent furloughs the time reporting process for Academic year Intermittent furloughs is **different**.*

Appointment Type	Furlough Time Reporting Process
Monthly Paid Non-Instructional Academic Staff & Limited Appointees	<p>On the biweekly timesheet choose “COVID Furlough” and quantity of hours for the day a furlough is taken and "FUREG" and quantity of hours for other days worked in that same week. See complete instructions in the Enter Furlough Time.</p> <p>Reminder: When taking furlough, if no paid leave is taken during the month, submit a No Leave Taken report.</p>
Faculty & Instructional Academic Staff	<p>In Absence Request choose "COVID Furlough" and quantity of hours per day. No timesheet entry is needed. See complete instructions in the Report Furlough Leave (Doctor/Teacher/Lawyer)</p> <p>Reminder: When taking furlough, if no paid leave is taken during the month, submit a No Leave Taken report.</p>
Biweekly Paid Employees	<p>On the biweekly timesheet, choose “%REDF in the Time/Absence Code” and quantity of hours for the day a furlough is taken. Enter other hours worked as normal. See complete instructions in the Enter Smoothing Furlough Time on the Timesheet.</p>

*Dining and Summer Conferences employees: Do not use the above time reporting tip sheets. See specific section for you below.

Dining and Summer Conference Employees Step 2:

If you participated in the summer intermittent furloughs, taking intermittent furlough is the same time reporting process. Use the below tip sheet based on how you are paid to complete your furlough time reporting.

- [Monthly Paid Employees Furlough Timesheet Entry Tip Sheet](#)
 - When taking furlough, if no paid leave is taken during the month, submit a No Leave Taken report.
- [Biweekly Paid Employees Furlough Timesheet Entry Tip Sheet](#)