

# PROCEDURE

Number: 3.3.10.1  
Related Policy: 3.3.10  
Title: Voluntary Furlough Program  
Responsibility: Vice President, Human Resources and Employee Relations

Date Approved: 05-09-2002  
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President

## 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 THE AGENCY.**

### I. Purpose

The following procedure establishes the guidelines by which the College may maximize personnel savings by offering employees the option to voluntarily choose to furlough. The Voluntary Furlough Program (VFP) option is contingent upon the agency meeting legislative guidelines stipulated in State law and in the annual General Appropriations Act. The College may implement a voluntary furlough based on agency procedure, state and federal law and applicable State Human Resources Division (HRD) regulations.

### II. Definition

A voluntary furlough is a work arrangement whereby eligible employees are authorized a leave of absence from work, without pay, not to exceed ninety (90) days per fiscal year. An employee may furlough in full or partial day increments.

### III. General Statements

- A. The College President may institute a VFP. A VFP cannot be enacted if an agency's reduction is due solely to the General Assembly transferring or deleting a program.
- B. The College shall develop a plan that establishes the criteria by which employees would be eligible to participate.
- C. All decisions to request participation in the program are voluntary by each eligible employee.

- D. The VFP is coordinated by the College's Human Resources Division.
- E. In the event that the System Office or individual technical college implements both a voluntary furlough program and a mandatory furlough program during the fiscal year, furlough days taken voluntarily will count toward furlough days required by the mandatory furlough.

#### **IV. Participation Eligibility**

Employees in FTE positions, time-limited positions, and temporary grant positions are eligible to participate in a voluntary furlough.

The State Human Resources Division encourages agencies to research any restrictions on federal or other funds associated with positions before implementing a furlough. In some instances, federal laws associated with funding for certain programs may prohibit employees from participating in voluntary furlough. In those situations, if a position is only partially federally funded, the voluntary furlough may be prorated.

#### **V. Program Guidelines**

- A. Participation in the program is voluntary and subject to approval by appropriate
- B. Management staff. The VFP may not be appropriate to all areas of the College, especially those having limited staff.
- C. Faculty Members: Participation in the Program is not an available option during instructional days or administrative days not identified by an asterisk.
- D. 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.
- E. Employees are eligible to participate in the same benefits as otherwise available to them with the exception of receiving their salary. When participating in the VFP employees will be placed in leave without pay status.
- F. As to those benefits which required employer and employee contributions, including but not limited to contributions to the South Carolina Retirement System or the optional retirement program, the System Office or individual technical college will be responsible for making both employer and employee contributions during the time of furlough if coverage would otherwise be interrupted. Retirement contributions are not payable for Teacher and Employee Retention Incentive (TERI) participants or working retirees for a furlough period.

- G. The employee remains responsible for making contributions that require only employee contributions.
- H. An employee may furlough up to ninety (90) days per fiscal year.
- I. The employee's pay has to be reduced for the pay period in which the leave was taken. The reduction in pay cannot be staggered over the fiscal year.
- J. An employee will continue to accrue annual and sick leave as if they were in pay status.
- K. If a holiday falls during the furlough period, the employee should be paid for the holiday, as observed by the College.

The college shall define the incremental periods for furlough such as full or partial days, weekly, monthly, etc.

## **VI. Conditions of Voluntary Furlough**

- A. Participation in the VFP will be based on management consideration of workloads and work requirements to ensure that agency mission and program needs are met.
- B. An employee's performance review date will not be adjusted; however, for evaluation purposes the employee's review date will be taken into consideration prior to approving a voluntary furlough.
- C. An employee's hire date and continuous state service date will not be adjusted.
- D. A TERI retiree participating in the VFP 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 VFP will also count as time in the TERI program.
- E. The voluntary furlough will not adversely affect an employee's eligibility for
- F. Advancement or for any other employee right or benefit.
- G. At the end of the voluntary furlough period, the employee will be expected to resume his/her regular schedule of work at the primary work location.
- H. An employee may be eligible for weekly unemployment compensation if during the week the employee earns less than their maximum weekly benefit amount.

## **VII. Application for a Voluntary Furlough**

- A. An eligible employee shall complete an Application for Voluntary Furlough form and submit the request to his/her supervisor for review and final approval at the appropriate level determined by the College.
- B. Requests for voluntary furlough will be considered on an individual basis.
- C. The Application for a Voluntary Furlough form must be completed and approved prior to the employee's voluntary furlough beginning.

## **VIII. Documentation and Reporting**

- A. The College must submit a Supplemental Service Report (Form 1224) to the South Carolina Retirement Systems monthly for all employees participating in the VFP as well as any additional forms necessary for reporting purposes. Retirement contributions are not payable for Teacher and Employee Retention Incentive (TERI) participants or working retirees or a furlough period.
- B. The College must provide to the State Human Resources Division the following information regarding furloughed employees prior to September 1st of the following fiscal year:
  - 1. Total number of employees, who have participated in the furlough program,
  - 2. Total number of furlough days,
  - 3. Estimated cost savings.

The System Office's Human Resource Services shall coordinate the annual submission of furlough information to the State Human Resources Division.

- C. The College must maintain 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.

## Horry-Georgetown Technical College Voluntary Furlough Program Application

Voluntary furlough is a voluntary work arrangement where eligible employees are allowed to voluntarily choose to furlough for a period of not more than ninety days during a fiscal year. Participation is voluntary and subject to approval by Immediate Supervisor, appropriate Associate Vice President and final approval by the appropriate Vice President or President if applicable. The Voluntary Furlough Program may not be appropriate to all areas of Horry Georgetown Technical College, especially those having limited staff.

**Faculty Members:** Participation in the Program is not an available option during instructional days or administrative days not identified by an asterisk.

Participation 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 consistently, fairly and in a non-discriminatory manner.

Employees interested in participating in the Voluntary Furlough Program must complete this application and submit it to their Immediate Supervisor, appropriate Associate Vice President, with final approval of appropriate Vice President or President if applicable, 10 days prior to the employee beginning the Voluntary Furlough. An exception to the required 10 days prior notice may be granted if special circumstances are warranted.

Name: \_\_\_\_\_ H Number: \_\_\_\_\_  
(Please Print)

Job Title: \_\_\_\_\_ Office: \_\_\_\_\_

Please indicate the date(s) that you would like to participate in the Voluntary Furlough Program. Minimum of 4.5 hours

Monday – Friday. (If there is not sufficient space, attach a document with the requested information below.)

From: _____	To: _____	Number of Hours: _____
From: _____	To: _____	Number of Hours: _____
From: _____	To: _____	Number of Hours: _____
From: _____	To: _____	Number of Hours: _____
From: _____	To: _____	Number of Hours: _____
From: _____	To: _____	Number of Hours: _____

Payroll Deduction:      Exempt Employee Status ( )      Non-Exempt Employee Status ( )

Month	Hours	Month	Hours	Month	Hours
Month	Hours	Month	Hours	Month	Hours

I am interested in participating in the agency Voluntary Furlough Program. I understand that voluntary furlough is a voluntary work arrangement based on the viability of that arrangement as determined by my supervisor, Associate Vice President and Vice President or President when applicable. I also understand that I will not receive any compensation for the furlough period(s) stated above.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Approvals:

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appropriate Associate Vice President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appropriate Vice President or President, if applicable

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Department

\_\_\_\_\_  
Date