

Frequently Asked Questions Pertaining To Furlough Days

1. **What is a furlough?**

A furlough is a leave of absence.

- An involuntary furlough can be used to require employees to take unpaid leave when they would have otherwise worked and been paid.
- Furlough days give employees a day off without pay while a salary cut does not.
- Furloughs are temporary while salary cuts could be permanent.

2. **How will the furlough days be calculated?**

All full-time employees have an annual salary and a designated number of contract days on their payroll record. We will divide the annual salary by the contract day and then multiply that daily rate by 2 days.

3. **How will this impact my pay check?**

The calculation for the 2 days will be generated by the payroll system and will be divided over 20 (semi-monthly pays) or 10 (monthly pays) beginning on the September 15th paycheck for semi-monthly employees and September 30th for monthly employees.

4. **Will a furlough day affect my benefits?**

No, for employees who are eligible for Virginia Retirement and Group Life Insurance, the calculation for your benefits will remain based on the annual salary, not on the reduced amount.

5. **Can I use Vacation Leave, Personal Leave or Sick Leave instead of having my pay docked?**

No. Vacation leave, Personal Leave or Sick Leave may not be used for any furlough days.

6. **What if I am on leave during the furlough?**

As long as you are full time employee, you will be docked for the furlough day.

7. **What will I see on my paycheck that tells me that I am being docked for the furlough?**

Under the earnings side on the paystub, a description of "Furlough" will detail the information.

8. **What if I terminate my position before the furlough days occur?**

The staff in the Payroll Office will monitor terminations to make sure that if the mandatory furlough day has not occurred you will be reimbursed the amount that you were docked.

9. **I am considered to be an emergency response staff member, what happens if I am called to work on a furlough day?**

Your supervisor will make arrangements for you to take the furlough day on another day.

10. I only teach on “B” days, the furlough day was on an “A” day, why am I being docked?

Your supervisor will also need to make arrangements for you to take a furlough day on another day.

11. Can I extend my family medical leave because of the furlough day(s)?

No, typically the doctors’ notes identify the period of time when the employee can return to work.

12. I drive a bus and my hours can change during the year, will there be any provision for adjusting the pay information based on the change?

Yes, the staff in the Payroll Office will monitor any change in hours for all staff members.

13. What if I have a child support order or garnishment, how will this affect me?

The Payroll Office must follow federal and state regulations as far as disposable earnings. Please contact us at 571-252-1260 for us to help you with your personal situation.

14. I have just been hired by LCPS and one of the two furlough days has already occurred, will I still be docked for two days?

No, the staff in the Payroll Office will monitor when the furlough days occur and will adjust the dock according to the start day of the new staff member.

15. I am a dispatch operator who works two 12 hour shifts over the week-end and then two 8 hour shifts during the week, the furlough day is not on one of my designated scheduled days, why would I be docked?

All full time employees for LCPS will have 2 furlough days during the school year beginning July 1st, 2010 through June 30th, 2011. Your schedule will be adjusted by your immediate supervisor.

16. I am a classified employee who normally works on the week-ends for building supervision and / or will do building checks, will I be eligible for overtime during the week that the furlough occurs?

The furlough day will not be counted as hours worked toward the total of 40 hours needed to be eligible for overtime pay. If the additional hours worked exceed the 8 hours which were needed to total to 40 hours for that week, then yes, you would receive overtime for the additional hours above 40.

17. I am a teacher/administrator and have been told that for the purposes of the Department of Labor that I am considered an exempt employee, what does that status mean to me on a week that the furlough occurs?

The Fair Labor Standards Act requires Employers to make sure that the provisions of minimum wage and overtime requirements are followed. Employees are not permitted to perform any work for the school division on any mandatory furlough days, whether at home or at their place of employment. This means employees should not use cellular telephones, email accounts, BlackBerries, or any other methods related to their work on furlough days, or to perform any volunteer work for the school division.

18. How will you track whether or not I worked on the mandatory furlough days?

All exempt employees will be required to keep a record of their time worked during any week in which a furlough day is scheduled. LCPS may require exempt employees to sign a statement verifying that they have not performed work, including as a volunteer, during the time of the furlough.