On December 19, 2008, the University of South Carolina Sumter Campus will announce the implementation of a 10-day mandatory furlough.

A. This program applies to all University of South Carolina-Sumter Campus employees regardless of source of funds, place of work, or tenure status, including faculty, staff, administrators and all other employees in classified and unclassified positions, including but not limited to temporary grant, time-limited, intermittent, temporary employees, and new hires.

B. All 12-month exempt and salaried non-exempt employees must take 10 work days as furlough leave without pay between January 26 and June 13, 2009. All full time and part-time temporary employees must take 10 work days as furlough leave without pay or the equivalent hours if the employee works less than 37.5 hours each week.

C. All nine-month non-exempt employees must take 10 work days as furlough leave without pay between January 26 and May 2, 2009. All nine-month exempt employees must take 10 work days as furlough leave without pay between February 1 and April 30, 2009. All full time and part-time temporary employees must take 10 work days as furlough leave without pay or the equivalent hours if the employee works less than 37.5 hours each week.

D. Pay and Benefits
   1. Beginning January 26, 2009, compensation for 12-month exempt, salaried non-exempt, and hourly employees on the Sumter campus will be reduced for the remaining pay periods of fiscal year 2008-2009 to reflect the 10 days of furlough leave without pay. Twelve-month exempt and salaried non-exempt employees who separate from the University prior to June 30, 2009, will have their final paycheck adjusted for all furlough leave without pay hours that have not been reduced from a previous paycheck.
   2. For the pay periods from February 1 – May 15, 2009, compensation for nine-month employees will be reduced to reflect the 10 days of furlough leave without pay. Nine-month employees who separate from the University prior to May 15, 2009, will have their final paycheck adjusted for all furlough leave without pay hours that have not been reduced from a previous paycheck.
   3. Hourly non-exempt employees will continue to be paid for days worked and will not be paid for the 10 days for which they take furlough leave without pay. Non-exempt employees may not work, or volunteer to work, on furlough days.
   4. Furlough leave without pay will not affect state benefits. During fiscal year 2008-2009, employees will receive the same state benefits as otherwise available to them except for compensation. For example, employees will continue to accumulate annual leave, sick leave, and retirement benefits at their same rate. An employee’s review
date, continuous state service, state hire date and leave accrual date will not be
affected by any period of approved furlough.

5. During fiscal year 2008-2009, employees are expected to observe all paid holidays
and are allowed to take accumulated annual and sick leave and other paid leave as
necessary. However, employees are still required to take 10 days of furlough leave
without pay during the fiscal year 2008-2009 and may not use other available leave to
avoid taking required furlough leave without pay.

6. The University will be responsible for making both the employer and employee
contributions for those benefits that require employer and employee contributions if
coverage would otherwise be interrupted during the furlough. The employee remains
responsible for making contributions that require only employee contributions. The
employee is responsible for all types of miscellaneous deductions/premiums, i.e.
credit union, 403 (b), University Fund, United Way, etc.

E. Options for LWOP-Furlough Program

Under both options described below, the paycheck for exempt and salaried non-exempt
employees will be adjusted by the amount of furlough hours taken in the corresponding
pay period.

**OPTION 1 - WEEKLY PLAN: Equal reductions from your paycheck**

The Weekly Plan is designed to allow an employee to take a designated number of
furlough hours each week based on the employee’s weekly schedule rather than days or
weeks. This will result in increments of LWOP-Furlough hours being deducted from
each paycheck through the remainder of the fiscal year.

If you prefer to have your reduction in pay spread out in increments throughout the
furlough period (January 26 - June 13, 2009), you must take the furlough time in equal
increments during each work week. You will need to submit time sheets reflecting
LWOP-Furlough hours each week in the ITAMS system.

For example, if you are a 12-month non-exempt employee with standard hours of 37.5
hours per week and are paid on a 40-hour per week basis, you would take four hours of
furlough leave per workweek; if you are a 12-month non-exempt employee with standard
hours of 30 hours per week, you would take three hours of furlough leave per workweek;
if you are a nine-month non-exempt employee, you would take five hours of furlough
leave per workweek.

If I select OPTION 1 – the Weekly Plan, what does that mean to me?

Twelve-month exempt and salaried non-exempt employees will have each of the 10 pay
periods between February 1 and June 30, 2009, reduced in gross pay to accomplish a
reduction in pay equal to 10 days of leave without pay for the year. The pay periods
affected will be: February 15, February 28, March 15, March 31, April 15, April 30, May
15, May 31, June 15, and June 30. Deductions are taken from the employee's total salary
amount. The employee must take the designated hours of furlough leave within pay hours each week. Leave should be submitted and approved through ITAMs.

Nine-month exempt and salaried non-exempt employees will have each of the seven pay periods between February 1 and May 15, 2009, reduced in gross pay to accomplish a reduction in pay equal to 10 days of leave without pay for the year. The pay periods affected will be: February 15, February 28, March 15, March 31, April 15, April 30, and May 15. Deductions are taken from the employee's total salary amount. The employee must take the designated hours of furlough leave within each week. Leave should be submitted and approved through ITAMs.

Hourly employees will continue to be paid for days worked and will not be paid for the 10 days for which they take furlough leave without pay as indicated on their ITAMs timesheets. Hourly employees may not work, or volunteer to work, on furlough days.

**OPTION 2 – FLEXIBLE PLAN: Flexible scheduling of furlough hours**

The Flexible Plan is designed to give an employee the flexibility to choose when he/she would like to take the LWOP-Furlough hours. The employee, with approval from his/her supervisor, can choose to take a full day, several days, or take a week of furlough hours. The LWOP-Furlough hours will be reported as taken in ITAMS. The LWOP-Furlough reduction in gross pay will occur the pay period after the leave is reported according to the Payroll schedule.

For example, if you choose to take five days consecutively, the entire reduction for those five days pay will be taken out of one paycheck. You may want to take one full day per pay period over a five-month period, which will have the appropriate reduction in pay taken out in corresponding paychecks.

**If I select the Option 2 – the Flexible Plan, what does that mean to me?**

With your supervisor’s approval, you may select any day, partial or whole, to take the 10 days of furlough leave without pay. In turn, your paycheck will be reduced for the corresponding amount of time taken. Leave should be submitted and approved through ITAMS.

**F. Procedures for Submitting Leave**

1. Each employee will select a plan for taking the LWOP hours using VIP located at [http://vip.sc.edu](http://vip.sc.edu). The options are the Weekly Plan or the Flexible Plan, as outlined above.
2. Once a plan is selected, the employee must work with his/her supervisor to determine the best times to take the furlough hours.
3. ITAMS (Internet Time and Attendance Management System) will be used to document furlough leave without pay.
4. Select the FURLOUGH time code and click on Add Time Code to your time sheet.
5. Enter the Furlough hours on the appropriate date.
6. Enter worked time and any other leave time that needs to be reported.
7. The LWOP-Furlough hours will be extracted from the ITAMS system and deducted from your paycheck using the Payroll Schedule for time sheet updates. The deductions will be reflected on the paycheck after the dates when LWOP occurred when the Flexible Plan is selected. An hourly and LWOP deduction schedule is attached for additional information.

The Payroll Department and the Human Resources Office on the Sumter Campus will track each employee’s use of the 10 days of furlough leave without pay. Supervisors should monitor the use and reporting of the 10 days of furlough on the time sheet to ensure compliance. Also, supervisors should track the 10 days on which employees will not work in order to manage scheduling.

G. Scheduling

All exempt, non-exempt salaried and hourly employees must work with their supervisors to identify by February 15, 2009, the days and hours they will schedule for the required furlough leave without pay by. All employees must be away from their work area during the designated furlough leave without pay hours.

1. Before June 30, 2009, all 12-month employees must have scheduled and taken their 10 furlough days of leave without pay. All furlough leave without pay must be pre-approved by the employee’s immediate supervisor.

2. Before May 15, 2009, all nine-month employees must have scheduled and taken their 10 furlough days of leave without pay. All furlough leave without pay must be pre-approved by the employee’s immediate supervisor. To the extent possible, faculty should take their time when no classes are scheduled.

H. Hourly and LWOP Deduction Schedule for the Weekly Plan

12-Month Non-Exempt Employees:
Furlough hours should be taken during the 20 weeks from January 26 – June 13, 2009. Paychecks will be reduced from February 15 – June 30, 2009.

- Standard Hours: 20
  Hours to take per work week: 2 hours
- Standard Hours: 30
  Hours to take per work week: 3 hours
- Standard Hours: 37.5
  Hours to take per work week: 4 hours
- Standard Hours: 40
  Hours to take per work week: 4 hours
12-Month Exempt Employees:
Furlough hours should be taken during the 10 pay periods from February 1 – June 13, 2009. Paychecks will be reduced from February 15 – June 30, 2009.

- Standard Hours: 20
  Hours to take per pay period: 4 hours
- Standard Hours: 30
  Hours to take per pay period: 6 hours
- Standard Hours: 37.5
  Hours to take per pay period: 8 hours
- Standard Hours: 40
  Hours to take per pay period: 8 hours

Nine-Month Non-Exempt Employees:
Furlough hours should be taken during the 16 weeks from January 26 – April 30, 2009. Paychecks will be reduced from February 15 – May 15, 2009.

- Standard Hours: 20
  Hours to take per work week: 2.5 hours
- Standard Hours: 30
  Hours to take per work week: 3.75 hour
- Standard Hours: 37.5
  Hours to take per work week: 5 hours

Nine-Month Exempt Employees:
Furlough hours should be taken during the 7 pay periods from February 1 – April 30, 2009. Paychecks will be reduced from February 15 – May 15, 2009.

- Standard Hours: 20
  Hours to take per pay period:
  6.5 hours per pay period – February 1 – April 15, 2009
  6.75 hours from April 16 – April 30, 2009
- Standard Hours: 30
  Hours to take per pay period: 10 hours per pay period
- Standard Hours: 37.5
  Hours to take per pay period:
  13.25 hours per pay period – February 1 – April 15, 2009
  13.75 hours from April 16 – April 30, 2009

I. Miscellaneous
The placement of an employee on mandatory furlough does not constitute grounds for a grievance or appeal under the State Employee Grievance Act.