

**HAMPSHIRE COLLEGE  
STAFF VOLUNTARY FURLOUGH PROGRAM  
PROCEDURES AND GUIDELINES**

The purpose of the Staff Voluntary Furlough Program (“The Program”) is to create cost savings through the reduction of total salary expenditures. To further this goal the College has adopted a Voluntary Furlough Program for both exempt and non-exempt staff. The Staff Voluntary Furlough Program allows staff to voluntarily elect to take time off without pay. This is an entirely voluntary program, and no one should feel any pressure to participate. There are absolutely no consequences if you choose not to participate. The College will accept requests from exempt and non-exempt staff to participate in the Voluntary Furlough Program throughout the year. Non-exempt staff (those paid bi-weekly) may take time in ½ day increments. Exempt staff (those paid monthly) must take time in full day increments.

For those employees who participate, the College will continue its contribution to the employee’s life, disability and health insurance. Employees will be responsible for continuing to pay for employee-paid benefits. Employees are encouraged to contact the Payroll Office before applying for the Furlough Program to discuss its impact on their pay, including a slight reduction in Social Security and Medicare deductions.

Each participant must complete an Election Form and send it to the Payroll Office after it is approved by the staff member’s supervisor and next level supervisor (or other designated official). Election Forms for this Program are available in the Payroll Office and on the Human Resources website under “Voluntary Programs” <https://www.hampshire.edu/hr/24025.htm> and will be accepted throughout the year.

The Voluntary Furlough Program allows staff to voluntarily elect up to 30 unpaid furlough days at one time, with their supervisor’s approval. Staff may be permitted to take furlough time beyond 30 days upon consultations with, and approvals by, their supervisor and Human Resources. Time off will be single, intermittent or consecutive days. For all days selected, the employee will indicate on the Election Form the number of pay periods over which the loss of pay will be spread. Non-exempt (overtime-eligible) employees may select up to 6 pay periods and exempt employees may select up to 3 pay periods over which the unpaid time may be spread. The Payroll Office can calculate the reduction in pay per pay period and provide that information to an employee upon request. Pay cannot be deducted before the furlough day is taken. The approved Election Form should be submitted to Payroll two weeks before the time requested begins.

Employees may not perform work for the College during furlough time. An employee should not check College email, make or take calls on College business, or otherwise engage in work for the College during a furlough day. Furlough days will not be counted for purposes of calculating overtime.

Since TIAA contributions by the employer and the employee are based on wages earned, there will be no TIAA contributions with respect to furlough days. Wage garnishments, court-ordered and other legally-mandated deductions will be administered in accordance with legal requirements.

An exception to the staff Sick Leave Policy will apply for voluntary furlough days that will allow sick time to be earned without regard to voluntary furlough days taken. Vacation and personal time are unaffected by participation in the Furlough Program.

Employees on furlough may or may not be eligible for unemployment compensation. This decision is made solely by the Massachusetts Division of Unemployment Assistance on a case-by-case basis. While reasons for choosing the days of leave may vary, employees may not use a furlough day for sick leave, leave without pay due to disability, or alternate employment at Hampshire.

Furloughs may not be granted for employees in grant-funded positions, employees on H-1B visa status or for institutional, programmatic or safety reasons.

Staff applicants must submit requests to their supervisor and next level supervisor for approval. Requests will be approved at the discretion of the supervisor and next level supervisor (or other designated official). Approvals will be based on ensuring that academic programs, administrative support services, and all other offices of the College continue to achieve their goals of student success and business continuity. If a supervisor is unable to approve a voluntary furlough request, the employee is invited to request another voluntary furlough schedule or consider flex time options. Furloughs may need to be staggered in an office as all offices must continue to remain open for normal business hours. As this Program's purpose is to achieve cost savings, temporary, casual or other Hampshire employees may not be hired to cover for absences. The department may not incur overtime expenses to cover for a furloughed employee.

Staff applicants who choose a College-designated holiday for furlough will not receive holiday pay for that day and will not be permitted to take the holiday at another time.

Request denials are not subject to any grievance procedure. Staff participants may request to change the furlough days selected to alternate dates or notify their supervisor that they cannot take a furlough day or days by giving their supervisor written notice of such change no fewer than two work weeks before the planned furlough day or days.

When staff participants take a furlough day they will note that day on their timecards using the Payroll furlough code. Staff members are not permitted to substitute vacation or other accrued paid leave time for a furlough day.

If you have any questions about this Program, please contact the Human Resources Office.