

SAVANNAH STATE UNIVERSITY

FURLough FAQ'S

Q: What days are we supposed to furlough?

A: October 9, November 25, December 23, January 4, March 15 and April 2.

Q: A furlough day is supposed to be 8 hours, how do I record this on ADP?

A: The total number of furlough hours is 48 hours for 6 days. These days will be entered by the E-Time Administrator.

Q: Why can't we take six days and deduct the salary evenly over the year?

A: Because it would be treated as a salary deduction and would reduce retirement benefits. The loss of a day, paid in the pay period, does not reduce salary or retirement benefits.

Q: Why can't we take off on one of our scheduled holidays?

A: Policy provides that scheduled holidays must be paid days. Employees are expected to observe all paid holiday days.

Q: Are faculty and staff allowed to use sick days or annual days for furlough days?

A: Furlough days are unpaid days and using sick or annual leave would make it a paid day.

Q: Can I still use my annual leave; my sick leave on any other day?

A: Yes, you can still use your paid leave as approved on any other day.

Q: Why can't you just deduct the hours from our sick or annual leave that we have already accrued?

A: Accrued leave has already been earned by you and is due to you at a future date.

Q: How much is this going to affect my gross pay?

A: For staff and 12 month faculty take your annual rate and divide by 260 and you will get a daily rate.

- For 10 month faculty divide your annual rate by 195 and you will get a daily rate.
- Net pay amounts depend on your individual deduction and benefit elections.
- This worksheet provides more information; [Furlough Calculation](#)

Q: On non-teaching days I normally do other activities; research, on-line discussions grading etc...does this mean I can't do those activities on a furlough day even though it's a non-teaching day?

A: No work for the university of any kind can be done on furlough days from any location. All staff including faculty will be obligated not to work that day.

Q: Will these furlough days affect my taxes?

A. Yes, your taxable income will be less. Your W2 form will reflect this difference.

Q: Are all staff and departments affected?

A: All employees of the university are affected, including temporary (casual labor) and all departments are affected. However there will be some exceptions for select employees who are already involved with specialized issues on the selected days. They will take their furlough days on another day.

- Some departments like the University Police department and Residential Services will have to stagger their furlough days in order to maintain security on campus.
- Employees who are assisting in sporting events and activities on furlough days may have to reschedule their furlough days for another day during that same month.
- Employees who make less than \$23,660 annually (net) will not have to take an unpaid day. These employees will be allowed to take annual leave to cover their furlough days.
- For furlough purposes the net amount is the gross earnings minus the 6 days furlough amount .

Q: How will I know if I make \$23,660 (net wages after tax)?

A: We will run a report of those employees who meet that criteria and contact the supervisors and the employee to let them know . This exception amount is applicable to anyone who makes \$24,218.90 (gross wages before taxes) or less in salary.

Q: What if I make less than that amount and I don't have any annual leave to cover that day?

A: Have your supervisor contact HR and we will review those cases on an individual basis.

Q: How will exceptions be tracked?

- A. Department heads should provide a written statement to their Vice President for approval with a copy to Human Resources indicating the reasons for the exception and listing the names of the employees involved and the date of the alternate furlough day. It will be the department head's responsibility to ensure that the employee takes that furlough day. Departments may contact Human Resources to obtain an Exception Form.

Q: Why 23,660? Who made that choice?

A: This is the salary amount as determined by the Fair Labor Standards Act which defines an employee as non-exempt which means they are paid by the hour. This exemption level was mandated by the Board of Regents.

Q: Is this going to affect my healthcare benefits:

A: Employees will receive the same healthcare benefits.

Q: What about my vacation time and sick leave?

A: Employees will continue to accrue annual and sick leave at their normal rate. An employee's performance evaluation date, continuous service, hire date and leave accrual date will not be affected.

Q: What about my retirement?

A. The Board of Regents has developed an FAQ that fully explains the affects on retirement benefits for both TRS and ORP employees. Click on this link: [Board Of Regents](#)

Q: I am in the ORP and I want to make a reduced contribution. What do I do?

- A. ORP members are being kept whole in both employer and employee contributions; however, if they want their employee contribution to be reduced to reflect the furloughs, then they should contact Fiscal Affairs. This Office will have to handle employees on a case-by-case basis via a refund. For a \$52,000 employee, this is a difference of approximately \$80 in total for the six furlough days. See [Board Of Regents](#) for more information.