



# *employee relations* **BULLETIN**

February 1, 2008

**To: Heads of All Departments (excluding Proprietary Departments)  
Departmental Personnel Directors**

**Subject: VOLUNTARY FURLOUGH PROGRAM FOR CIVILIAN EMPLOYEES**

On January 28, 2008, the Mayor announced a number of measures to reduce City expenditures. One of these measures is the implementation of a voluntary furlough program for City employees. Under this program, employees are asked to take up to five unpaid days off before June 30, 2008.

In order to derive maximum cost savings from the program while adhering to Fair Labor Standards Act (FLSA) requirements, the following guidelines and instructions are provided to assist departments with the implementation of the voluntary furlough program:

- The program is available to **full-time (72 hours or more per pay period) civilian employees** in all City departments (excluding the Department of Water & Power, the Airport and Harbor Departments, the Los Angeles City Employees' Retirement System, and the Los Angeles Fire and Police Pension System).
- Eligible employees may request **up to five unpaid days** off between February 1 and June 30, 2008. Non-exempt (hourly) employees may take the time off in full-day or hourly increments. Due to FLSA requirements, exempt (salaried) employees must take the time off in full-day increments only. The length of each day is not limited to 8 hours, but is dependent on an individual's work schedule. For example, an employee on a 4/10 schedule may request to take five 10-hour furlough days, while an employee on a 9/80 schedule may request to take five 9-hour days. However, **each employee is limited to the equivalent of one full day off during a biweekly pay period**. In addition, the furlough days should be taken during a pay period when the employee is otherwise fully compensated (there should be no other instances of unpaid time during the pay period).
- Employees should be instructed to request furlough days as they would request vacation or other compensated time off. Supervisors and managers are strongly encouraged to approve these requests unless operational needs preclude them from

doing so. In addition, furlough days should not be granted if it will result in the need for another employee to work overtime to perform the duties that would otherwise be completed by the employee taking the furlough day.

- In order to avoid unintended overtime liability, it is absolutely imperative that employees not perform work while on a furlough day. They should also not work additional hours during the workweek to make up for the lost productive time since this defeats the cost savings gained from the furlough hours.
- The Controller's Office has established payroll code "WF" for the coding of voluntary furlough hours. All days/hours taken under this program must be recorded using this code.
- While employees on probation are eligible to participate in the furlough program, they should be informed that their probationary period may be extended in accordance with Civil Service Rule 5.26.
- Employees on a reduced work schedule of 72 hours are eligible to participate in the furlough program without adversely impacting their benefits.

Adherence to the above guidelines will ensure that the utilization of furlough days will have no adverse impact on employees' medical or retirement benefits, salary step advancement, or sick leave and vacation accruals.

Any questions regarding this matter should be directed to the Employee Relations Division at (213) 978-7676.

*MHA:kh291*

c: Recognized Employee Organizations