



# *employee relations* **BULLETIN**

March 13, 2008

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

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

On February 1, 2008, an Employee Relations Bulletin was published that established guidelines for a voluntary furlough program for civilian City employees. All of the guidelines included in that Employee Relations Bulletin remain in place with the following exception:

**Effective immediately, eligible employees may take up to five unpaid furlough days in any one payroll period (not to exceed 40 hours).**

- In order to ensure that employees receive sufficient compensation to cover their retirement contribution, it is imperative that they have at least 40 hours of compensated time in the pay period in which the furlough days are taken. (Compensated time includes BL, FH, FI, HO, LP, PM, SK, TO, and VC).
- To ensure that unforeseen circumstances do not result in a pay period with less than 40 hours of paid time, employees who have little or no compensated time available should not be scheduled for furlough days until they have actually worked 40 hours in the pay period.
- Employees who have already taken furlough days may request an additional five days following publication of this Bulletin.

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

MHA:kh308

c: Recognized Employee Organizations