To:       Heads of All City Departments (excluding DWP)
         Departmental Personnel Directors

Subject: VOLUNTARY FURLOUGH PROGRAM FOR CIVILIAN EMPLOYEES –
         FISCAL YEAR 2020-21

This Bulletin extends the Voluntary Furlough Program for Civilian Employees into Fiscal Year 2020-21.

The following guidelines and instructions are in effect for the FY 2020-21
Voluntary Furlough Program:

- Employees should be instructed to request voluntary furlough time as they
  would request vacation or other compensated time off. Approval of voluntary
  furlough requests is not mandatory. Requests should only be approved if it is
  operationally feasible to do so. Departments facing personnel shortages should
  carefully evaluate their ability to grant furlough time off to employees. In
  addition, voluntary furlough time 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 voluntary furlough time off.

- 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).

- Payroll code “WF” shall be used for the coding of voluntary furlough hours. All
  hours taken under this program must be recorded using this code.

- Eligible employees may request up to twenty (20) voluntary furlough days
  (160 hours) between July 1, 2020, and June 30, 2021. However, no more than
  40 hours of “WF” time may be taken in any one payroll period. Voluntary
  furlough time may be taken in minimum one hour increments.

- 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 any unpaid time is taken. (Compensated time includes BL, CTO, FH, FI, HO, LP, SK and VC)\(^1\).

- In order to avoid unintended overtime liability, it is absolutely imperative that hourly FLSA non-exempt employees not perform work while on voluntary furlough time. 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 voluntary furlough hours.

- Voluntary furlough time may be used during an approved Family and Medical Leave consistent with the guidelines described in this Bulletin, and is not counted against an employee’s annual Family and Medical Leave entitlement.

- While employees on probation are eligible to participate in the voluntary furlough program, they should be informed that their probationary period may be extended in accordance with Civil Service Rule 5.26.

- 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 voluntary furlough time until they have actually worked 40 hours in a pay period.

- Employees may not substitute voluntary furlough time for time served as a result of disciplinary suspensions.

- Use of the “WF” payroll code before and after a holiday will not result in non-payment of the holiday as is the case with other “no pay” payroll codes.

  Adherence to the above guidelines will ensure that the utilization of voluntary furlough time 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 Human Resources section of the employee’s department.

  c: Recognized Employee Organizations

\(^1\) The COVID-19 telecommuting and paid administrative leave timecodes are also included in compensated time.