

Dear VSU Employees:

As you are aware, the Board of Regents authorized the Chancellor to implement the Mandatory Furlough Program for fiscal year 2010. All employees will be required to take six furlough days for the Fiscal Year ending June 30, 2010.

- The University will be closed October 19<sup>th</sup> in order for employees to take the first of the six furlough days.
- ADP requires that Timecard approvals are still due on October 19<sup>th</sup> by 9am. Please make the necessary arrangements to be certain employees' timecards are approved by the deadline.
- Biweekly paid employees will use the furlough pay code on their timecard.
- If monthly paid employees (this includes staff and faculty) do not enter the Furlough pay code and time, it will be entered by the Payroll department, taking into account approved exceptions. The hours reflected will be your standard VSU work hours. No action is needed if you have already entered the code and time on your time card.
- Departments will arrange alternate furlough days for employees who conduct essential life and safety duties on October 19th. The process for arranging alternate days is addressed in the FAQ at the website listed below. If you have not sent in your exception form for an alternate furlough day, please do so by October 9<sup>th</sup>.
- Employees who are exempted from taking the furlough based on their salary, may use annual leave to cover October 19th. If you do not have annual leave available to you or chose not to use annual leave to cover this day, please contact HR.

A VSU Furlough FAQ can be found on the following website:

[http://www.valdosta.edu/finadmin/human\\_resources/whatsnew.shtml](http://www.valdosta.edu/finadmin/human_resources/whatsnew.shtml)

Information on the system wide furlough policy is also located on that site. If you have any other questions, please contact Human Resources and Employee Development.

*Please be sure to share this with those that do not have access to email.*