

This is a reminder that the November 25th furlough day is approaching; for those individuals that do not enter the furlough day on the timecard, it will be automatically entered.

If your job duties require that you take an alternate furlough day for November 25th, please send in your request using the alternate day form that is available on the Human Resources Furlough website by Friday November 20. If you already sent in a form for this day, you do not need to send another.

Those employees who are exempt from the furlough due to the salary cut-off will be granted annual leave unless a leave without pay form is completed and sent to Human Resources by Friday, November 20. If you have already sent in a form, you do not need to send another. For those that are taking leave without pay, please enter the pay code “uncompensated” on your timecard for this day.