

COLLEGE OF SAINT BENEDICT
ORDER OF SAINT BENEDICT

*Conducting Saint John's Abbey, University, Preparatory School,
and The Liturgical Press*

EMPLOYEE FURLOUGH PROGRAM

This program encourages employees to voluntarily reduce the number of hours/days worked and design a work schedule that will assist the College of Saint Benedict and/or the Order of Saint Benedict in controlling labor costs while allowing the employee to maintain their fringe benefit program.

Employees develop reduced work schedules with their supervisor, and upon supervisory approval, submit the furlough request to their respective Vice President or Executive in Charge for approval who will forward it on to the appropriate Human Resources Office.

Any changes in furlough requests require prior authorization by the department and notification to the Human Resources Office.

Guidelines

All furloughs must be pre-approved.

1. Furlough is not available to an employee in a position that would require a replacement.
2. Furlough is not available to extend time off beyond the 12 week Family Leave.
3. Furlough requests will be limited to no more than an initial request and one change per year.
4. Salary reduction for support staff will be calculated based on the employee's hourly rate of pay. Salary reduction for administrative staff will be calculated by dividing the annual salary by 2,080 hours.
5. Vacation and sick leave will continue to accrue while on furlough provided a pre-approved and completed furlough application has been submitted to the Human Resources Office.
6. Medical, dental, life and disability insurance will remain in force during the furlough period. Employees will be required to continue their regular contribution.
7. Pension contributions will continue and will be based on the hours worked during the furlough period.
8. Illness during furlough time will not be charged against sick leave.
9. Holiday pay will be paid at the employee's regular rate.
10. The duration of the furlough application is based on fiscal year boundaries (July 1 through June 30).

The furlough program will be reviewed annually.

Questions and/or interpretation of the program should be directed to the Human Resources Office.