

FURLOUGH

Reviewing an Employee Preference Request



CONFIRM THE DATE(S)

Review the date(s) identified and confirm whether those dates are appropriate for the work this employee performs. For example, do these dates conflict with any critical deadlines that only this employee can meet? Is the date a weekend day where the employee does not usually work?



ONE FURLOUGH PER PERIOD

Assure that the employee is not taking more than the equivalent of one workday in a pay period i.e. one workday or two half-days.



SUPERVISOR ROLE

Requests must be approved by the immediate supervisor. If you approve this employee's time sheet and know their regular work and work schedule, you may be the appropriate person to review this request.

REVIEW THE WORK PLAN

The work plan should briefly describe how the the work this employee does will (or won't) be covered while out on furlough. For example, is this work the employee does? Is the plan feasible? What resources are needed for the plan?



APPROVE, AS APPROPRIATE

Approve the request if it is reasonable. Consider other staff furloughs when you approve.

If you need additional information, request the employee resubmit. Add a comment in the form so the employee knows what to address.



HAVE QUESTIONS?

Contact Human Resources at our general email address - hr@uwsp.edu.

Review the full, interim policy here - <https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/interim-furlough/>

