

Summer furlough and reduced effort proposals

Process:

- Staff voluntarily identify as willing to take a furlough or reduced hours
- Talk with your supervisor and see how this might work for you and your work
- Fill out the form to notify Ford HR of interest
- Supervisor will review workload and request, and make a determination if the proposal is viable (non-critical work, ability to defer their work until return, ability of others to pick up their work)

Requests must be made between April 27, 2020, and by noon on May 7, 2020 (due to central HR on 5/8). Approved voluntary furloughs and reduced hours can start upon unit approval but no later than May 30, 2020.

Furlough, full time

- For period between 60 and 120 days – between May 1 and August 31
- Qualify for unemployment benefits, including CARES act additional plus up
- Position and regular effort guaranteed at end of furlough
- University health benefits continue and UM pays the employee premium as well
- During the temporary furlough period, the staff member:
 - Does no work for the unit and receives no pay
 - Remains a university employee
 - Is eligible to file for unemployment compensation
 - Does receive continued university benefits
 - Does continue to receive the university contribution toward their benefit plans (health, dental, long-term disability, life), and the university also will pay the monthly employee contribution for health insurance.
 - Retains accrued vacation and sick time (additional time will not accrue).

Temporary reduction in hours

- For period between 60 and 120 days – between May 1 and August 31
- Effort must remain at or above 50% to retain benefits and university contributions
- Position and regular effort guaranteed at end of hours reduction period
- During the temporary period of reduced hours, the staff member:
 - Reduces weekly work hours (effort) by 15 to 50 percent (as agreed upon).
 - Continues benefits (with appointments remaining at or above 50 percent effort) at the same premium rates paid before reducing hours.
 - Accrues vacation (or PTO) at reduced effort.
 - Receives other paid-time-off benefits prorated to the reduced effort (holidays, funeral days, etc.).

Additional terms:

- **Unemployment:** A claim for state unemployment compensation will not be contested by the university unless the employee was offered and declined redeployment to another position. Eligibility for and the amount of unemployment benefits are determined by the state of Michigan. (The current maximum state weekly benefit is \$362 and may include an additional weekly supplement of \$600 from the Federal CARES Act through July 25, 2020.)
- **Benefits:** Upon return from furlough, the accrued employee contribution portions of the dental, life, LTD, legal and vision premiums for the period of absence would be deducted from pay. The employee portion of the health care premium is waived for the period of absence and will not

need to be paid upon return. There will be no university contributions to the retirement savings plan on reduced hours or during the period of furlough.

- **Job security:** The unit will hold a position for the employee to return to at the end of the approved period, including any extensions. If business circumstances change to such an extent to indicate a Reduction-in-Force is warranted, the relevant policy/contract language would apply.
- **Paid time off:** The employee's regular available paid time off balances will be maintained. Emergency COVID-PTO banks will no longer be available to those who take a furlough. The federal Emergency Paid Sick Leave Act (EPSLA) paid time off bank will remain available until program expiration on December 31, 2020.
- **Early recall:** If university operations require early recall from voluntary furlough or reduction in hours, a minimum of one-week notice will be provided.