

Good afternoon,

As President Paino explained in his message on June 1, the university has needed to cut \$10.2 million from the budget. After identifying \$8.6 million in budget cuts, UMW has had to take the difficult action of implementing salary reductions for full time staff and faculty in order to close the \$1.6 million gap.

For **staff**, these reductions will be in the form of unpaid leave (furloughs); employees' rate of pay for time worked will remain the same. **Teaching faculty** will receive a temporary reduction to their base salary rather than taking furlough days. After weighing multiple options, this action is the most equitable means of reducing personnel costs while preserving jobs.

Below you will find important information regarding this plan, please read carefully.

How and When Do I Take My Furlough Days?

- You are able to schedule your own furlough days. You will work with your supervisor to schedule them all up front, within the pay periods listed below.
- Furlough days must be taken between **July 10, 2020 and March 24, 2021**, within the pay periods specified.
- Employees may take no more than three (3) furlough days in a workweek – this is to ensure benefit premiums and contributions are able to be deducted.
- Please do not schedule furlough days the day before or after a UMW holiday (view [2020 Holiday Calendar](#)). This is to ensure you receive holiday pay. Furlough days may not be scheduled on UMW holidays.
- After you and your supervisor have agreed on your furlough days, please request your days in MyTime using the Time Off Request function. A new leave code, named **Furlough Absence**, has been created for this purpose.
- Furloughs should be requested in whole days. The number of hours in one furlough day is the same number of hours an employee receives for a holiday, generally 8 hours a day for fulltime employees, less than 8 hours for quasi-fulltime.

What Happens to My Benefits?

- Health and welfare benefits will continue and deductions will be taken as usual.
- Group Life Insurance (employer paid) continues:
 - Employees with fewer than 20 years of service – Benefits will be based on temporarily reduced salary.
 - Employees with 20 or more years of service - Benefits will be based on pre-furlough salary rate.
- Retirement plan contributions will be based on temporarily reduced salary rate.
- Retirement Service credit continues.
- Hybrid Plan members may adjust voluntary contributions on monthly rather than quarterly basis.
- Classified leave accruals will be prorated in accordance with state policy. Current leave balances will not be affected.

What Else Do I Need to Know?

- In order to ensure compliance with the Fair Labor Standards Act (FLSA), it is very important that you perform NO WORK on your furlough days (this includes checking email).
- Paid leave may not be taken on furlough days.
- By the end of the week, supervisors will receive a list of their employees which will indicate the number of furlough days to be scheduled for each person.
- Classified employees who work more hours than scheduled on their non-furloughed days will receive compensatory time for the additional time worked (if approved); those hours do not reduce the furloughed hours.

Pay Periods During Which Furlough Days May Be Scheduled:

7/10-7/24	11/25-12/09
8/10-8/24	12/10-12/17*
9/10-9/24	1/5-1/9/2021*
9/25-10/9	2/10-2/24/2021
10/25-11/9	3/10-3/24/2021
11/10-11/24	

*These pay periods have fewer furlough days available due to Winter Break. Furlough days cannot be taken the day before, after or on the day of a UMW holiday.

Resources:

[Temporary Workforce Reduction Policy 1.65](#)
[TWFR FAQ](#)
[TWFR Benefits Chart](#)
[Virginia Retirement Services Updates](#)

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