

ARTICLE 16  
**FURLOUGHS FOR THIRTY (30) DAYS OR LESS**

**Section 16.01 - Purpose.** This Article sets forth procedures which shall be followed if Management determines it is necessary to furlough employees for thirty (30) days or less due to:

- (1) Lack of work;
- (2) Lack of funds; and/or
- (3) Unforeseeable circumstances such as a sudden breakdown of equipment, acts of God or sudden emergencies requiring immediate curtailment of activities including a lapse of appropriations. Unforeseeable circumstances, in addition to meeting the definition of emergency, also include the inability of Management to continue operations to a practical extent.

These procedures shall be carried out in accordance with law and Governmentwide regulations. Furloughs of thirty (30) days or more must be carried out according to reduction-in-force procedures.

**Section 16.02 - Notification to Union and Impact Bargaining.**

- (1) Before Management furloughs employees, except where an unforeseeable circumstance arises, Management shall provide written notification to the Council President of:
  - (a) The reason for the furlough(s);
  - (b) The organizational segments affected by the furlough(s); and
  - (c) The estimated number of employees to be furloughed.

This notice shall also be provided simultaneously to the Local representative in the affected office.

- (2) Impact and implementation bargaining which is necessitated by a Management decision to furlough employees shall take place at the local or National level as appropriate. If differences arise, the procedure for handling an impasse shall be resolved during impact bargaining.

**Section 16.03 - Volunteers.** Once Management determines the number, types, and grades of employees necessary to accomplish the work, Management shall notify employees at the work site and shall solicit volunteers for furlough. If a sufficient number of

volunteers do not come forth, then Management shall select employees for furlough on a fair and equitable basis. Any employees not furloughed must be qualified to perform the functions that are to continue to be performed during the period of furlough.

**Section 16.04 - Scheduling Furlough Days.** When Management has made a decision to furlough employees for a specified number of days during a specified period of time, employees shall be provided an opportunity to submit a schedule identifying their preferences in accomplishing the necessary number of days off. These schedules shall be accommodated as much as practicable giving due consideration to workload and staffing and office coverage requirements.

**Section 16.05 - Notice to Employees.** Except in cases of unforeseeable circumstances, Management shall provide written, individual notices to those employees who are to be furloughed thirty (30) days prior to the effective date of the furlough.

**Section 16.06 - Employee Benefits During a Furlough.**

- (1) **Continuous Furlough.** Life insurance and health benefits enrollment shall continue without cost to the employee on consecutive and continuous furlough of thirty (30) days or less.
- (2) **Discontinuous Furlough.** Life insurance and health benefits enrollment shall continue. Contributions by the employee shall continue if the salary in the pay period is sufficient to cover the full deduction.

**Section 16.07 - Employee Compensation During Lapse of Appropriation.**

- (1) Employees who are required to report for duty during a lapse of appropriations shall be fully compensated in accordance with law and regulation.
- (2) Employees who are furloughed because of lapse of appropriations shall be retroactively paid and otherwise compensated in accordance with law and regulation and the availability of funds.

**Section 16.08 - Leave During Lapse of Appropriation.**

- (1) When a furlough is required due to a lapse in appropriation, employees on approved annual leave shall be permitted to complete the approved leave. Upon expiration of the approved leave, if the absence of an appropriation persists, the employee shall be furloughed. Under no circumstance shall an employee be allowed to take unaccrued annual leave during a lapse of appropriation.
- (2) When a furlough is required due to a lapse in appropriation, employees on sick leave which commenced prior to the furlough may continue on sick leave to the extent of the employee's accrued sick leave and as long as the employee remains sick.