


Office of the Chancellor  
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**MANDATORY FURLOUGH IMPLEMENTATION  
MEMORANDUM**

TO: Classified Employees of Southern University and A&M College at Baton Rouge

FROM:   
James L. Llorens,  
Chancellor, SUBR

RE: Furlough Implementation Plan and Notice

DATE: September 1, 2011

The Director of Civil Service approved the 2011-12 Layoff Avoidance-Furlough Plan submitted by SUBR on August 23, 2011. The Plan will be implemented effective September 1, 2011 through June 30, 2012 furloughing for 22 days, without pay, classified employees who earn \$30,000 annually or more. The exception will be employees paid with grant funds, University Police, Student Health employees and holders of H1B Visa. For convenience of administration and to allow employees more control over their schedules, one of two furlough options can be selected:

- **GOLD TEAM**
- **BLUE TEAM**

The following days will be observed as the furlough schedule for employees in each team. The team to which an employee is assigned will be determined by the supervisor and the employee. In assigning the furlough schedule, supervisors must be mindful of the need to maintain effective and efficient office operations. The completed and signed furlough schedule forms (provided by Human Resources) will be filed with the Office of Human Resources for monitoring and payroll purposes.

**GOLD TEAM**

September 6, or 8, 2011  
September 16, 2011  
September 30, 2011  
October 14, 2011

**BLUE TEAM**

September 9, 2011  
September 23, 2011  
October 7, 2011  
October 21, 2011

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**GOLD TEAM**

October 28, 2011  
November 11, 2011  
November 28, 2011  
December 9, 2011  
December 22, 2011  
January 6, 2012  
January 20, 2012  
February 3, 2012  
February 17, 2012  
March 2, 2012  
March 16, 2012  
March 30, 2012  
April 13, 2012  
April 27, 2012  
May 11, 2012  
May 25, 2012  
June 8, 2012  
June 22, 2012

**BLUE TEAM**

November 4, 2011  
November 18, 2011  
December 2, 2011  
December 16, 2011  
December 22, 2011  
January 13, 2012  
January 27, 2012  
February 10, 2012  
February 24, 2012  
March 9, 2012  
March 23, 2012  
April 5, 2012  
April 20, 2012  
May 4, 2012  
May 18, 2012  
June 1, 2012  
June 15, 2012  
June 29, 2012

Employee and employer contributions for insurance and retirement programs will not be affected by the furloughs and will be deducted and paid at the regular bi-weekly and monthly rates. Benefits will not be affected and leave will accrue at the regular rates.

No employee will be allowed to work on a scheduled furlough day without advanced written authorization from his/her supervisor that has been approved by the Chancellor. Additionally, if an employee is required to work on a furlough day, the supervisor must submit a new furlough day to be observed by the employee. **Failure to observe these provisions will result in sanctions being imposed on any employee who reports to work without appropriate prior written authorization and any supervisor who allows a furloughed employee to report to and remain at work on a scheduled non-paid furlough day.**

Furlough days are to be reported on the payroll as “T”. The positions of employees leaving the University on whose salaries these reductions are based will not be filled until the savings calculated by this action are realized and written approval is granted by the Vice Chancellor for Finance and Administration and Chancellor.

If you have any questions, please contact the Office of Human Resources at (225) 771-2680.