



Office of the Chancellor  
P.O. Box 9374  
Baton Rouge, Louisiana 70813

Voice: (225) 771-5020  
FAX: (225) 771-5075

## **Southern University-Baton Rouge Voluntary Faculty Furlough Implementation Policy**

### **Memorandum**

To: The Faculty of Southern University and A&M College at Baton Rouge

From: James Llorens  
Chancellor, SUBR

Re: Voluntary Faculty Furlough Implementation Notice and Plan

Date: September 13, 2011

Members of the Southern University and A&M College faculty voluntarily agreed to accept a furlough in an amount not to exceed ten percent of a participating faculty member's total compensation for nine months (September – May) during the academic year 2011-12. It is understood that this furlough is part of the faculty member's voluntary participation in an overall budget reduction plan approved by the Board of Supervisors on September 6, 2011.

#### **1. Purpose**

Southern University and A&M College is required by law to balance its operating budget each fiscal year. The Voluntary Faculty Furlough policy is needed to balance the University's budget during a time when reductions in state funding and/or other loss of revenue cause a significant operating budget deficit.

#### **2. Definition**

A furlough is an unpaid leave of absence from work for a specified period of time. The voluntary faculty furlough implemented at Southern University and A&M College is specified for a nine -month period beginning in September, 2011 and concluding in May, 2012. The furlough time off is equivalent to two eight-hour workdays per month, at a total of 18 work days or 144 hours. Furlough time off cannot exceed two days in any single month. Furlough time off can be taken as a full-day (8 hrs.) or a half-day (4 hrs.) or as a combination of full-days and half-days in any single month. (See attached form.)

### 3. Faculty Subject to Voluntary Furlough

All full-time, tenured faculty members who signed the Southern University Voluntary Furlough Agreement are subject to this furlough. Probationary (tenure-track) and instructors earning \$30,000 or more are subject to mandatory furloughs.

### 4. Faculty Not Subject to Voluntary Furlough

All full-time, tenured faculty members who did not sign the Southern University Voluntary Furlough Agreement are not subject to this furlough. Tenured, probationary faculty who are paid by non-state funding, instructors earning less than \$30,000 annually, and faculty members who hold H1-B visas are not subject to voluntary or mandatory furloughs.

### 5. Payroll

- A. Employee and employer contributions for insurance and retirement programs will continue to be deducted during regular payroll cycles and will be governed by the guidelines of the Office of Group Benefits and the retirement systems. Employees enrolled in Teachers' Retirement System of Louisiana or an Optional Retirement Plan must timely complete, sign and submit **the required form FBR – Option to Continue Contributions During Time of Furlough Without Pay** to the Office of Human Resources to continue to pay an employee's full retirement contributions during the time of the employee's furlough. Forms are included on the SUBR website. Please contact the Office of Human Resources for additional information.
- B. Sick leave will accrue at employees' regular rates and benefits will not be affected.
- C. Furlough days are to be reported on the payroll as "T".

### 6. Implementation

- A. Furlough schedules for faculty members are to be developed by each faculty member in consultation with her/his department chairperson and approved by the respective college/school dean and the Provost.
- B. Before approving faculty furlough schedules, department chairpersons must determine that office hours and teaching schedules are not compromised. The *Faculty Handbook* states: "At minimum ...each faculty member is expected to be available in his/her office two hours for each class taught or eight hours spread over four days per week "(p. 78).
- C. Furlough days must not be taken at times when a faculty member is normally scheduled to teach or hold office hours. Notwithstanding the foregoing, faculty members may take furlough days during intersession, fall break and spring break.
- D. Faculty members are not permitted to work when taking furlough time without advanced written authorization from his/her supervisor that has been approved by the Chancellor. Additionally, if a faculty member is required to work on furlough time (i.e., a full furlough day or a half furlough day), the supervisor must submit a new furlough day or half furlough day to be observed by the faculty member. Failure to observe these provisions will result in sanctions.

**Southern University-Baton Rouge Voluntary Faculty Furlough  
Implementation Policy**

Page 3

including written reprimand or disciplinary action, 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.

E. Accrued paid leave may not be used during periods of furlough.

Please submit all completed forms, including the Furlough Schedule and retirement forms to Human Resources by September 19, 2011. If you have any questions, please contact the Office of Human Resources at (225) 771-2680.

**Southern University and A&M College  
 2011-2012 Faculty Voluntary Furlough Schedule**

Month	Options Available	Dates	Times	Total Hours
September 2011	Any combination of full days (8hrs) or half days (4 hrs) totaling 16 hrs. that does not cause cancellation of classes or office hours			
October 2011	October 3 and/or October 4 or Any combination of full days (8hrs) or half days (4 hrs) totaling 16 hrs. that does not cause cancellation of classes or office hours			
November 2011	Any combination of full days (8hrs) or half days (4 hrs) totaling 16 hrs. that does not cause cancellation of classes or office hours			
December 2011	December 1 and/or 2 and/or 27 and/or 28 and/or 29 and/or 30 or Any combination of full days (8hrs) or half days (4 hrs) totaling 16 hrs. that does not cause cancellation of classes or office hours			
January 2012	January 10 and/or 11 and/or 12 and/or 13 or Any combination of full days (8hrs) or half days (4 hrs) totaling 16 hrs. that does not cause cancellation of classes or office hours			
February 2012	Any combination of full days (8hrs) or half days (4 hrs) totaling 16 hrs. that does not cause cancellation of classes or office hours			
March 2012	Any combination of full days (8hrs) or half days (4 hrs) totaling 16 hrs. that does not cause cancellation of classes or office hours			
April 2012	April 9 and/or 10 and/or 11 and/or 12 and/or 13 or Any combination of full days (8hrs) or half days (4 hrs) totaling 16 hrs. that does not cause cancellation of classes or office hours			
May 2012	May 3 and/or 4 and/or May 17 or Any combination of full days (8hrs) or half days (4 hrs) totaling 16 hrs. that does not cause cancellation of classes or office hours			
<b>Total Hours</b>				<b>144</b>

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Provost's Signature: \_\_\_\_\_ Date: \_\_\_\_\_