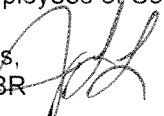




Office of the Chancellor  
P. O. Box 9374  
[225] 771-5020  
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**MANDATORY FURLOUGH IMPLEMENTATION  
MEMORANDUM**

**TO:** Unclassified 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 6, 2011

The Board of Directors approved the 2011-12 plan to furlough unclassified employees at its meeting on September 6, 2011. The Plan will be implemented effective September 1, 2011 through June 30, 2012 furloughing for 22 days, without pay, unclassified employees who earn \$30,000 annually or more. The exception will be H1-B employees, employees paid with grant funds, University Police and Student Health employees. 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 12, 2011  
September 16, 2011  
September 30, 2011  
October 14, 2011  
October 28, 2011  
November 11, 2011  
November 28, 2011  
December 9, 2011  
December 22, 2011  
January 6, 2012  
January 20, 2012

**BLUE TEAM**

September 9, 2011  
September 23, 2011  
October 7, 2011  
October 21, 2011  
November 4, 2011  
November 18, 2011  
December 2, 2011  
December 16, 2011  
December 22, 2011  
January 13, 2012  
January 27, 2012

<u>GOLD TEAM</u>	<u>BLUE TEAM</u>
February 3, 2012	February 10, 2012
February 17, 2012	February 24, 2012
March 2, 2012	March 9, 2012
March 16, 2012	March 23, 2012
March 30, 2012	April 5, 2012
April 13, 2012	April 20, 2012
April 27, 2012	May 4, 2012
May 11, 2012	May 18, 2012
May 25, 2012	June 1, 2012
June 8, 2012	June 15, 2012
June 22, 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 Chancellor.

Additional information will be posted on the SU website on the Human Resources tab/Downloadable forms.

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