

TO: All DOC Management and Executive Service Employees

FROM: John R. Nees – HR Operations Administrator

DATE: June 29, 2009

RE: Furloughs Information



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After attending a DAS information meeting on June 29<sup>th</sup> I have the following clarification regarding the Management and Executive Service cost reduction directive in effect from July 1 through August 31, 2009.

- Anyone selecting the pay reduction in lieu of furloughs must have their furlough election form approved by their supervisor and turned into payroll by 7/13/09.
- If you are taking a furlough day in July you must have your furlough election form approved by your supervisor and turned into to payroll by 7/20/09.
- Notwithstanding State HR Policy 60.000.05 Vacation Leave, the vacation accrual limit for management and executive service employees is 425 hours through December 31, 2009. During this time, no vacation payout to avoid loss is allowed. On January 1, 2010, the vacation accrual limit returns to 350. Employees with more than 350 hours of accrued vacation leave on January 1, 2010, have until June 30, 2013 to reduce their vacation accrual to no more than 350 hours. On July 1, 2013, all vacation accrued above 350 hours is lost and non-compensable.
- Your completed furlough election form is to be submitted to your supervisor for approval. Your supervisor will then forward your approved furlough election form to payroll for processing. Payroll and HR will work with each other to obtain any additional signatures needed for processing.

Please contact your HR manager or myself if you have any questions about the Management and Executive Service cost reduction directive in effect from July 1 through August 31, 2009.  
Thanks.