



## William Paterson University Voluntary Furlough Program Guidelines

The Voluntary Furlough program provides eligible full time employees with the opportunity to take unpaid leave time while maintaining seniority and benefits. (Some restrictions may apply)

- Employees may request 30 days of furlough and up to six (6) 10-day extensions each calendar year. Furlough may not be used for sick leave, leave without pay due to disability or to seek or engage in alternate employment.
- Faculty may participate in the Voluntary Furlough Program, if approved, through a plan of course reduction, with commensurate reduction in pay for up to a three credit course reduction during one semester of the Academic Year. No option causing disruption in the conduct of courses (i.e., part of a semester) can be considered.

Exclusions may apply for employees in grant-funded positions and for reasons of institutional or programmatic need.

- The employee retains benefits as if in pay status. Accrued leave time, anniversary dates and seniority will remain as if the employee were in pay status. The employee retains their health benefits during the first 30-days of furlough providing that the employee share of the premiums is paid at least 10 days prior to the commencement of the furlough. Employees retain their health benefits during the six 10-day extensions by paying the full cost of the benefits (employee and employer share) at least 10 days prior to the furlough extensions. (Please refer to the Frequently Asked Questions for possible exceptions on earning of pension service credit.)
- Requests may be submitted for shorter work days, intermittent days off, or single or consecutive days off.
- Exclusions may apply for employees in grant-funded positions or for reasons of institutional or programmatic need.

Applicants must submit a “Voluntary Furlough Request” at least twenty (20) days prior to the start of the furlough. Requests must be approved by the supervisor/manager/dean and forwarded to the Division Vice President. The completed, signed and approved form should then be forwarded to the Office of Payroll & Employee Benefits for final review.

*You may not take any voluntary furlough time unless you receive an approved copy of the form from the Office of Payroll and Employee Benefits.*

If you have any questions about the Voluntary Furlough Program, please email [payroll@wpunj.edu](mailto:payroll@wpunj.edu).