

Overview

It is recommended that certain faculty be placed on furlough during periods of inactivity. This supports tracking status and breaks in service, and can stop benefits and pay. *Please note this information applies to faculty only and not staff or students. For students, no "furlough" leave is configured in Workday and periods of extended inactivity should be handled by moving them to the "student employment pool."* Staff who are regularly scheduled to work less than a year (e.g., 9-month or 10-month work periods) must be placed on "Furlough (Benefits)" to ensure appropriate tracking.

Placing workers on furlough can have significant impacts you should consider:

- Pay is completely stopped for anyone on furlough, regardless of other compensation setup in Workday. If you expect an individual to receive any type of pay then do not place them on furlough.
- Benefits will stop for any worker on "Furlough (No Benefits)." If you determine benefits should continue you should use the "Furlough (Benefits)" type.

Faculty to never place on furlough:

Do not place the following faculty on furlough. Doing so may adversely impact their pay and/or benefits:

- Faculty on 9 to 12 month contracts (including 9/12) even if they will not be working or paid over the summer.
- Any faculty member you know will not return at any point should be terminated instead, and not placed on furlough.

Faculty you may place on furlough:

- Exempt and non-exempt faculty on contracts of less than 9 months who will not be working and not receiving any type of summer pay.
- Furlough types to use:
 - If the individual is benefits eligible in May and you determine benefits should continue (based on their contract continuing at sufficient FTE), use "**Furlough > Faculty Furlough (Benefits).**" Note using this furlough type does not make someone benefits eligible – they must qualify for benefits according to established criteria – it just keeps the furlough process from stopping benefits.
 - If the individual is not benefits eligible in May, or you determine benefits should stop, use "**Furlough > Faculty Furlough (No Benefits).**" This furlough type will stop or prevent benefits even if other attributes make the person benefits eligible. If someone has benefits which you stop in this manner the process will route to the Benefits Partner for review. *An example of this would be someone who is benefits eligible for spring semester due to their workload, but you know works sporadically and will not be continuing sufficient hours to achieve benefits eligibility.*
- Furlough Dates:
 - First Day of Leave: 5/16/2015
 - Estimated Last Day of Leave: the calendar day before the date you estimate the individual will return to work. If this date is unknown, then use 8/31/2015.
 - Note: if you are placing faculty in the monthly pay group on any type of furlough, please contact the HR Service Center so that we may review any pay potential proration impacts.
 - Removing furlough - when the faculty member is scheduled to return to work you will need to return them from leave.

Getting Help

Should you have any questions about this process, please do not hesitate to contact the HR Service Center at uschr@usc.edu or (213) 821-8100.