



**TO:** SOUTHERN NEVADA DISTRICT BOARD OF HEALTH     **DATE:** May 28, 2009

**RE:** *Approval of a New Voluntary Unpaid Furlough Program for Employees of the Southern Nevada Health District, Effective from May 30, 2009 through January 8, 2010*

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**PETITION #18-09**

*That the Southern Nevada District Board of Health approve new Voluntary Unpaid Furlough program effective from May 30, 2009 through January 8, 2010.*

**PETITIONERS:**

Angus MacEachern, Human Resources Administrator

Scott Weiss, Director of Administration

Lawrence Sands, DO, MPH, Chief Health Officer

**DISCUSSION:**

The purpose of this petition is to establish guidelines for an employee Voluntary Unpaid Furlough program for the purpose of cost savings when financial conditions warrant such action by the Southern Nevada Health District (SNHD). This program will be in effect from May 30, 2009 through January 8, 2010. This program applies to all full-time and part-time employees of SNHD.

**REFERENCES:**

Board of Health Approval 4/23/2009; Related SNHD Policies: *Collective Bargaining Agreement*, Article 27, Section 4 – Vacation Usage; *Personnel Code*, Section 84 - Leaves of Absence; Related Rules, Regulations, Laws: *Nevada Revised Statutes* 286.481PERS Service Ineligible for Credit; *Fair Labor Standards Act* Regulation 29 C.F.R. §541.5d.

**FUNDING:**

No additional funding is required for this program.

**SOUTHERN NEVADA DISTRICT BOARD OF HEALTH  
RESOLUTION NO. 01-09**

**WHEREAS**, the Southern Nevada Health District (SNHD) is experiencing financial conditions that require proactive cost containment efforts; and,

**WHEREAS**, SNHD desires to implement measured and responsive cost containment programs; and

**WHEREAS**, SNHD desires establish guidelines for an employee Voluntary Unpaid Furlough program for the purpose of cost savings when financial conditions warrant such action; and

**NOW, THEREFORE**, it is hereby resolved by the Southern Nevada District Board of Health hereby establishes the Voluntary Unpaid Furlough Program:

- 1) Employees may be allowed to take voluntary unpaid furlough up to fifteen (15) working days per fiscal year as a cost savings measure from May 30, 2009 through January 8, 2010.
  - a. An employee may take up to five (5) working days in a pay period OR up to ten (10) working days over two consecutive pay periods.
  - b. Total furlough days shall not exceed 15 days in a fiscal year.
- 2) Employees are not required to take voluntary unpaid furlough.
- 3) An employee must complete a Voluntary Unpaid Furlough Request Form and submit it to the supervisor. All furlough requests must have final pre-approval from the division director. The division director may accept or reject a request for furlough after considering the employee's position, seniority, skills, and the needs of the division, section or program. The division director's decision is final and is not subject to appeal or grievance.
- 4) At the expiration of the furlough, the employee shall return to the same position held prior to the voluntary unpaid furlough.
- 5) The District will pay the employer portion of insurance contributions during the voluntary unpaid furlough period as if the employee were in pay status for the specific days of furlough. This includes, but is not limited to health, dental, life, long-term disability, deferred compensation, garnishments, and union deductions. All contributions due from the employee shall be deducted from the employee's payroll check.
- 6) A voluntary furlough shall have no effect on the following:
  - a. Performance evaluations, merit increases, or general salary adjustments;
  - b. Longevity, anniversary, or seniority dates;
  - c. Vacation and sick leave accruals during the furlough period; or
- 7) A voluntary furlough shall not constitute a break in service.
- 8) Employees will receive no compensation during periods of voluntary furlough.

- 9) In accordance with Nevada Revised Statutes, employees will not receive PERS service credit during periods of voluntary furlough.
- 10) Employees exempt from overtime provisions established by the Fair Labor Standards Act must take furlough time in work day (8 hour) increments. Furlough hours may not total more than 40 hours in one bi-weekly pay period.
- 11) Non-exempt employees shall be approved for furloughs of not less than four (4) hours. Furlough hours may not total more than 40 hours in one bi-weekly pay period.
- 12) Employees may choose to take holidays as unpaid furlough days.

**NOW, THEREFORE,** it is further resolved by the Southern Nevada District Board of Health that the guidelines of the Voluntary Unpaid Furlough Program:

- 1) The use of voluntary furlough shall not result in the need for overtime from the employee or other employees.
- 2) Employees in leave of absence without pay status will not be allowed voluntary furlough.
- 3) Employees with accrued vacation balances in excess of maximum accrual balances may not take voluntary furlough until such leave balances are at or below the maximum amounts allowed.
- 4) Employees may replace scheduled paid vacation time with unpaid furlough upon request.
- 5) Employees in FMLA status are not eligible for voluntary unpaid furlough

**RESOLUTION ADOPTED** at the regular meeting of the District Board of Health held  
May 28, 2009.





## VOLUNTARY UNPAID FURLOUGH REQUEST FORM

Employee Name: \_\_\_\_\_ Pay Period (start/end): \_\_\_\_\_

Job Title: \_\_\_\_\_ Section/Program: \_\_\_\_\_

	Day 1	Day 2	Day 3	Day 4	Day 5
Date(s) Requested					
Furlough start/end time					
Total Hours					

I have read the Voluntary Unpaid Furlough policy and understand the terms and conditions of my request for unpaid furlough. I acknowledge that this request is voluntary.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Supervisor Review

Approved					
Disapproved					

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Manager Review

Approved					
Disapproved					

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Division Director Review

Approved					
Disapproved					

Division Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_