



# San Diego Community College District Voluntary Furlough Program Election Form for Permanent Employees

## Frequently Asked Questions

What is a voluntary furlough?

- A voluntary furlough is a temporary, unpaid leave of absence that is requested by the employee and approved by the employer. The employee remains an employee and continues to receive healthcare benefits while taking an unpaid leave of absence.

Who qualifies for this voluntary furlough program?

- All permanent contract employees with approval from their supervisor/manager.
- NANCE and adjunct employees are not eligible.

How will my pay be affected if I participate in the voluntary furlough program?

- Participation in the voluntary furlough program will reduce your pay, as furlough time is unpaid.

How much notice is required of my intent to participate in the voluntary furlough?

- Except in an emergency situation, a 30-day notice is required when requesting a voluntary furlough from your supervisor/manager.

What are the options under the voluntary furlough program?

- Option 1: Reduction in load
- Option 2: 100% furlough leave

Is there a minimum amount of time that must be taken while on voluntary furlough?

- Voluntary furloughs should be effective in one-month increments and, unless approved by People, Culture, and Technology Services, should start on the first day of the month and end on the last day of the month.

Can my request to participate in the voluntary furlough program be denied?

- Yes, an employee's request may be denied at the discretion of management.

Can I cancel my voluntary furlough election?

- Yes, you may cancel, however, the effective date for your return to work shall be the first day of the month, unless a special exception is granted by People, Culture, and Technology Services. Please communicate with your supervisor/manager regarding your intentions to return to work



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as soon as you know your return date. Any changes require an updated PAS sheet so that your pay can be appropriately updated.

Can my supervisor/manager cancel my voluntary furlough election due to work needs?

- Yes. Departments are encouraged to determine work needs before approving a voluntary furlough request. The supervisor/manager has the authority to cancel the voluntary furlough agreement due to work needs, special, or emergency situations at any time, however, the effective date for your return to work shall be the first day of the month (unless a special exception is granted by People, Culture, and Technology Services) and no sooner than 14 calendar days after being notified.

Who do I send my election form to?

- Work with your direct supervisor/manager. Upon receiving all appropriate approvals/signatures, you can send the election form and completed PAS sheet to:  
[furlough@sdccd.edu](mailto:furlough@sdccd.edu)

Is a PAS sheet required in addition to the furlough form?

- Yes, a PAS sheet and form are required for the employee's personnel file.

Can I perform work for the District on a furlough day or during my furlough time off?

- No, when you are on furlough, you are not to perform work. While on furlough, employees are not to perform regular work duties and should not be responding to work emails, accessing systems, or otherwise performing work for the District.

Can I work overtime in the same pay period in which I'm participating in the Voluntary Furlough?

- No, you are not allowed to work overtime while you are participating in the furlough.

Will salary be recalculated for faculty?

- Yes, your salary will be recalculated based on your reduction in load.

What will happen to any additives I am receiving?

- Your additives will be prorated based on your reduction in load.

How will my sick and vacation accruals be impacted?

- Your accruals will be prorated based on your reduction in load.



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Will I still be eligible for step increases, seniority, and COLA?

- Yes, you will still be eligible for your annual step increase, seniority in class, and COLA.

Is a furlough a break in service?

- No, a furlough is an unpaid leave of absence but does not constitute a break in service.

If I am participating in the furlough and decide to retire, how will my final pay be calculated?

- Your final pay will be calculated per your [Collective Bargaining Agreement \(CBA\) or handbook](#).

Can my voluntary furlough request be cancelled if I elect or am required to take FMLA, CFRA, PDL and/or Military Leave during a period that an employee has previously requested furlough?

- Yes, a voluntary furlough will be suspended if an employee elects or is required to take FMLA, CFRA, PDL, and/or Military Leave during a scheduled voluntary furlough period.

Will I be eligible to receive unemployment benefits?

- The California Employment Development Department will determine if you are eligible to receive unemployment benefits. However, if your earnings are greater than \$600 per week you will not be eligible. Since the furlough is voluntary, it may also disqualify you from receiving EDD benefits, but the EDD will need to make the final decision.

How does this affect the “In-Lieu-Of” Medical additive? Is it going to be prorated?

- No, the flat dollar amount additive remains the same.

What are the impacts to my CalPERS/CalSTRS/CalSafetyPERS employee and employer contributions based on my reduced paychecks?

- You will only have a deduction and employer contribution for the amount you are actually paid (i.e. the reduced amount). If you are on a 100% furlough, no contributions will be made.

How will my service credit be impacted? Can I buy this time back?

- Your service credit will likely be reduced. Please refer to your [CalPERS](#) or [CalSTRS](#) website for detailed information.
- You are ineligible to buy back this time in the future.



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Will participating in the voluntary furlough impact my ability to participate in the CalSTRS Reduced Workload Program in the future?

- Yes, the voluntary furlough will impact your ability to participate in the CalSTRS Reduced Workload Program. Contact your CalSTRS representative for more information.

Will I retain benefits if I take 100% leave?

- Your healthcare will remain intact and the District will continue to pay for the employer share of your premiums. The employee share of premiums will be collected in advance, prior to the commencement of the furlough or, if not deducted upfront, will be collected from your next (or final, if separating from the District while on furlough) pay warrant.

What happens to my 403B, 457B?

- You may elect to stop, change, or continue contributing. Any contributions due will be collected on your next available paycheck.

Can I change my voluntary deductions?

- Yes, you can do that at any time.