



## **UHRM COVID-19 Special Protocol**

### **COVID-19 Related Employment Furloughs Guidance**

A COVID-19 Related Employment Furlough (“CR Furlough”) is a type of temporary leave of absence without pay, having a duration of up to 12 months (or ending earlier, subject to appropriate departmental revenue/budget restoration or other circumstances). With the advent of COVID-19 the University of Utah has elected to utilize CR Furloughs, as one option, to help preserve the long term viability of certain departments and the University. CR Furloughs will primarily be approved in independent revenue generating University departments (“Eligible Departments”). Eligible Departments must be designated by the cognizant Vice President. The cognizant Vice President must also approve the intent to impose CR Furloughs before they are implemented. Employees in Regular Benefit-eligible positions are eligible for CR Furloughs (“Eligible Staff”).

During a CR Furlough, the employee may retain all employee benefits in which they were enrolled on the date of the furlough. Premiums for health coverage for the employee and enrolled family members will be paid 100% by the CR Furloughed employee’s department. The CR Furloughed employee may elect to retain other employee benefits by paying the cost through billing.

#### **Note: Special Assistance Available to Impacted Employees**

The UHRM Employee Solution Center is available to assist employees impacted by a CR Furlough with information and guidance. **UHRM Employee Solutions Center: 801-581-7447**

Employees subject to CR Furloughs should be advised to immediately apply for Unemployment Benefits when CR Furlough becomes effective. Unemployment Information can be found at:  
<https://jobs.utah.gov/ui/home>.

**Voluntary CR Furloughs** – Eligible Departments may offer Voluntary CR Furloughs to Eligible Staff in certain positions as designated by the Eligible Department.

- May be continuous (all FTE) or partial (some portion of FTE)
- Offer to all Eligible Staff in the same employment category(s), when/if available.
- Voluntary CR Furloughs are not a universal employee right or entitlement and will only be approved at the discretion of the University.

**Administrative CR Furloughs** – Eligible Departments may elect to implement Administrative CR Furloughs for Eligible Staff in certain employment category(s) as selected by the Eligible Department. Selection of affected Eligible Staff should generally be considered as described below:

- Eligible Departments should make decisions regarding Administrative CR Furloughs based on valid nondiscriminatory business reasons.
- Eligible Staff in the same department and/or boundary unit in the same employment category(s) may generally be selected based on years of service at the University. This does

### **University Human Resource Management**

250 East 200 South, Suite 125, Salt Lake City, Utah 84111

Phone: (801) 581-7447 / Fax: (801) 585-7375

Email: [AskHR@utah.edu](mailto:AskHR@utah.edu) / Web: [www.hr.utah.edu/benefits](http://www.hr.utah.edu/benefits)

not preclude selecting a group of Eligible Staff for Administrative CR Furloughs in the same employment category(s) as necessitated by department circumstances.

- Eligible Staff to be affected by an Administrative CR Furlough should be notified in writing prior to the effective date of the Administrative CR Furlough.
- Salaried employees may only be furloughed in full week increments. No work (checking emails etc.) may be allowed during the furlough period.
- Hourly employees may be furloughed in increments of less than a full week and must receive payment for all hours worked.

There are two types of Administrative CR Furloughs:

**1. Mandatory CR Furloughs**

- May be continuous (example: employee is furloughed for a continuous two week period) or partial (example: non-exempt/hourly employee is furloughed for 2 days each week)

**2. Mandatory Rotating CR Furloughs**

- May be continuous (example: employee is furloughed for a continuous two week period) or partial (example: non-exempt/hourly employee is furloughed for 2 days each week)
- A “rolling” or “rotating” Administrative CR Furlough among a selected Eligible Staff population in the same employment category(s).

Example: An Eligible Department may designate employment category(s) and require Eligible Staff be put on a 1 month Mandatory Rotating CR Furlough occurring every 2 or 3 months – and roll or rotate though the Eligible Staff in the employment category(s) selected.

Home Departments, of Eligible Staff placed on CR Furlough, are responsible to work with UHRM regarding ePAF, PeopleSoft and Kronos systems status and to monitor and track CR Furlough status throughout the duration of the CR Furlough period.

UHRM encourages departments to research any restrictions on federal or other funds associated with positions before implementing any CR Furloughs. In some instances, federal laws associated with funding for certain programs may prohibit employees from participating in CR Furloughs. In those situations, if a position is only partially federally funded, the employment furlough may be prorated (a partial CR Furlough) or other strategies may be explored.

All CR Furlough arrangements are subject to rules and guidelines under the Fair Labor Standards Act.

**COVID-19 Related Employment Furloughs Procedure**

1. Cognizant Vice President must approve:
  - a. Eligible Department designation (email, memo or similar authorization document)
  - b. Intent to impose any particular CR Furlough (Intent to Impose CR Furlough)
2. Appropriate Eligible Department administrator should contact respective UHRM Specialist (find contacts here: <https://www.hr.utah.edu/contact/search.php> )
3. UHRM and Eligible Department discuss designation of Eligible Staff, timing and notification.
4. System Procedures:

- a. Eligible Department Liaison or Embedded UHRM Analysts submit Change Employment Status ePAF(s)
  - b. Enter Action = Leave of Absence (LOA) and Reason = Furlough (FUR)
- 5. Eligible Department monitors status of departmental circumstances and Eligible Staff on CR Furlough – return CR Furloughed employees to work at designated time (or earlier if circumstance permit).
  - a. Eligible Department submit Change Employment Status ePAF(s) to return Eligible Staff to work.