



What is the elective furlough program?

The elective furlough program includes options that allow a staff employee to request a reduction in their full-time equivalent (FTE) status or days worked on an unpaid basis.

When is the elective furlough program available?

The elective furlough program is currently available from August 1, 2020 through December 31, 2020. Any extensions to this program will be determined at a later date.

Are staff being asked to participate in the elective furlough program?

No, Pepperdine is not asking staff to participate; however, administration has received requests to offer an elective furlough program.

What form must an employee complete to participate in the elective furlough program?

Staff must complete the fillable [Elective Furlough Form](#).

How do staff submit the Elective Furlough Form?

At least one week prior to the requested furlough start date, staff must complete the [Elective Furlough Form](#) with all signatures and send to HR.

How far in advance of the effective date should an employee submit the elective furlough form?

A request to participate in the elective furlough program should be submitted far enough in advance to allow for routing to the appropriate personnel. A minimum of 10 business days is recommended.

Who must approve my Elective Furlough Form?

All requests for furloughs must be approved by the employee's immediate supervisor and the Vice President or Dean over the department. Critical Support Personnel (CSPs) may request an elective furlough, but additional approval may be required to ensure that critical services are maintained. The Human Resources Department will review the approved request and ensure compliance with California Wage and Hour laws. HR will notify the employee and supervisor with final approval.

How soon should an employee expect to know whether their request to participate in the elective furlough program was approved?

Supervisors, Vice Presidents, and the Human Resources Department will make every effort to review and process requests prior to the requested effective date.

How will an employee's benefits be impacted if they participate in the elective furlough program?

Pepperdine will maintain all health and welfare benefits for up to six months during the furlough. An employee will continue to be responsible to pay their portion of premiums. If their

pay is not sufficient to cover the premium contributions, deductions will be held in arrears for repayment at a rate of 1.5 times a normal deduction when you return.

How will the employer retirement contributions be impacted if by participation in the elective furlough program?

Employer retirement contributions are calculated on base pay. Therefore, any reduction to an employee's base pay will result in a reduction in the amount of the contribution. The employer base contribution rate remains unchanged at the present time.

Will an employee still accrue vacation and sick leave if they participate in the elective furlough program?

Yes, staff employees will continue to accrue vacation and sick leave; however, the accrual rate will be adjusted to reflect the revised full-time equivalent (FTE) or paid hours. Unpaid furlough days will not accrue vacation and sick leave.

Should employees report furlough hours on KRONOS?

Employees requesting specific furlough days should report those days in KRONOS. Employees on an extended full-time furlough will be placed on leave and will not need to report that time.

Can an employee supplement elective furlough time with their accrued vacation or sick leave?

Yes, employees can use accrued vacation for this purpose. We are required to pay out vacation time for employees on a full-time furlough under CA law. Sick time cannot be used during a furlough.

Can I be recalled from a furlough?

Yes, if business necessity dictates, the University can amend or cancel an employee's voluntary furlough. The University will attempt to give as much notice as possible if changes are required to an employee's voluntary furlough agreement.

Are employees still eligible for tuition benefits if they opted to participate in the elective furlough program?

Potentially yes. Tuition remission for furloughed employees who otherwise qualify may be granted an exception by the president.

Will an employee be eligible for unemployment benefits if they participate in the elective furlough program?

The decision of eligibility is based on several factors and determined by the Employment Development Department (EDD). Employees should visit the EDD website for more information on unemployment benefits at <https://edd.ca.gov/unemployment/>.