Furlough Guide for Supervisors of Administrators

Administrators have an early option to be furloughed between now and July 31, 2020, with approval of their supervisors and the appropriate senior officer. The operational needs of departments may mean that employees in a given role will not be furloughed at this time. Administrators must contact their supervisor to understand how this applies to their role and to discuss if and how and early furlough may be an option.

Administrator Furlough Options:

100% Furlough – 5 days on furlough, no work days at all
3 day Furlough – 2 days working, 3 days on furlough

These furlough options are available until July 31, 2020

Furlough time by administrators taken now through the summer will be counted toward any measures that individuals might be required to take later in the fiscal year ending June 30, 2021. Furloughed administrators are eligible for unemployment benefits, and sometimes there is a delay in the state payment of these benefits. To help people through that delay, the College will make an interest-free loan available to furloughed employees. Repayment of such loans would take place over pay periods upon returning back to work.

Deadline for June furlough requests is: June 5, 2020
Deadline for July furlough request is: June 19, 2020

If you are granting a furlough to an Administrator that works for you, please complete the following form: go.vassar.edu/adminfurloughform

If a furloughed employee wants to request a furlough loan, please have them go here: https://go.vassar.edu/administratorfurloughloanrequest

Please see the Human Resources webpage at https://www.vassar.edu/human-resources/covid-19/ for more information regarding furlough leaves and the unemployment process.

Items to Note:

Furlough and Holidays:

If an employee is on intermittent furlough (3 day option) and their time includes a holiday, that holiday will count as one of their worked days. If an employee is on full furlough, they are not working, therefore not receiving holiday pay and they can claim the full week on NYS unemployment.
Changing of Furlough days:

If any employee needs to change their furlough dates, a new form should be submitted with the new dates. The changes need to be done prior to the monthly payroll being completed. Any June changes need to be done by June 5. Any July changes need to be done by June 19. We will not be accepting any new requests/changes after June 19.

Workday:

Once an employee is approved for furlough, they must enter the furlough time off into Workday. A furlough time off selection will be available to use.

To view how furloughed employees should be putting their time into Workday, please see attached documents. **Please note, there is an attachment for monthly paid administrators and bi-weekly paid administrators. **