

Finance and Administration Cabinet STANDARD PROCEDURE		ISSUED BY: Office of Administrative Services, Division of Human Resources
PROCEDURE #2.21	SUBJECT: Voluntary Furlough Request	
EFFECTIVE DATE: 10/18/2010		
CONTACT: Division of Human Resources, Branch Manager-Payroll		LOCATION: Capitol Annex Room 188 PHONE: (502) 564-8066

STATEMENT OF AUTHORITY

1. The Finance and Administration Cabinet's Standard Procedures Manual establishes standard mandatory internal procedures cabinet-wide. These procedures are established in accordance with the Secretary's statutory authority under KRS 42.014 and KRS 12.270 to establish the internal organization and functions of the Cabinet as necessary to perform the duties effectively.
2. The Standard Procedures Manual may only be revised in accordance with the process outlined in Standard Procedure #1.1 entitled: "Finance Standard Procedures and Manual".

I. PURPOSE

2010 Extra. Sess. Ky. Acts ch. 1, Part IV, 11(g) requires the Secretary of Personnel to promulgate an administrative regulation establishing procedures for the implementation of furloughs or a temporary reduction of hours of all Executive Branch employees due to a lack of funds as certified by the State Budget Director. This administrative regulation establishes the provisions and requirements for these furloughs. 101 KAR 5:015E, Section 2(6) states:

In addition to the mandatory furlough hours, any employee may volunteer, with the prior approval of the appointing authority, to take leave without pay and retain accrued leave balances. An employee shall submit the Voluntary Furlough Request Form to the Secretary of Personnel before the effective date of a voluntary furlough.

II. ELIGIBLE EMPLOYEES

Finance and Administration Cabinet (Cabinet) employees, including merit, non-merit, part-time, interim and probationary, may request Voluntary Furlough Leave.

III. GUIDELINES

- A. Cabinet employees may voluntarily furlough no less than four (4) hours per day.
- B. Voluntary Furlough Requests shall be requested in quarter-hour increments.
- C. Voluntary Furlough Requests will only be approved if the employee has accumulated Annual and/or Compensatory leave balances at least equivalent to the amount of Voluntary Furlough leave being requested.
- D. Voluntary Furlough Leave cannot take the place of mandatory furlough days.

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- E. An employee cannot voluntarily furlough to substitute for another employee's mandatory furlough obligation.

IV. REQUEST FOR APPROVAL

- A. Cabinet employees must submit the [Voluntary Furlough Request Form \(7. Forms 2.21/a\)](#) and the [Voluntary Furlough Request Acknowledgement Form \(7. Forms 2.21/b\)](#) to their immediate supervisor for review thirty (30) calendar days prior to the requested Voluntary Furlough date(s).
- B. The supervisor upon receipt and review of the Voluntary Furlough Request Form shall within five (5) working days from the date of receipt:
1. If approved, initial and date; and
 2. Forward the Request Form to the director, executive director or commissioner, as applicable for review.
- C. The director, executive director, or commissioner, as applicable, upon receipt of the Voluntary Furlough Request Form, shall within five (5) working days for the date of receipt:
1. If approved, initial and date the Voluntary Furlough Request Form; and
 2. Forward the original Voluntary Furlough Request Form to the Division of Human Resources where the Appointing Authority will review for final approval.
- D. The Appointing Authority, upon receipt of the Voluntary Furlough Request Form, shall within five (5) working days from the date of receipt:
1. If approved, sign and date; and
 2. Forward the original Voluntary Furlough Request Form to the Secretary of the Personnel Cabinet for final review and approval; and
 3. Provide a copy of the Voluntary Furlough Request Form to both the supervisor and the employee.
 4. All Voluntary Furlough Request Forms must be submitted, approved and returned by the Personnel Cabinet Secretary prior to the Voluntary Furlough hours being used. Once the request is returned, both the supervisor and the employee shall be provided a copy.

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E. If the Voluntary Furlough Request is not approved:

1. The individual denying the request shall set forth in writing, the reason for the denial, attach it to the Voluntary Furlough Request Form, and return it to the employee.
2. If the request is not approved, the employee shall work the requested Voluntary Furlough hours.
3. The employee may, upon receipt of the notice denying the Request for Voluntary Furlough Leave, submit a revised Voluntary Furlough Request Form through the process outlined above.

V. DOCUMENTING VOLUNTARY FURLOUGH LEAVE

Upon approval of the Voluntary Furlough hours, the time shall be recorded on the timesheet in quarter hour increments and recorded as Furlough Leave - coded as 922.

Those employees, who work Flex Schedules and wish to Voluntarily Furlough, must revert back to an eight (8) hour / five (5) day work week during the week they wish to use Voluntary Furlough leave.

VI. FORMS

[7. Forms 2.21/a Voluntary Furlough Request Form](#)

[7. Forms 2.21/b Voluntary Furlough Request Acknowledgement Form](#)