

COVID-19 Related Furlough

Temporary Furlough: Intermittent Work - Non-exempt (hourly) only

A temporary COVID-19 related furlough of “intermittent work” means that you perform work as needed. If work is not needed or available, you are in an unpaid status. Scheduled work hours will be directed by your supervisor. The furlough remains in effect until revoked by your supervisor.

During this temporary COVID-19 related intermittent work furlough:

- You need to submit a timesheet during the furlough for each pay period.
 - You will be paid for hours worked only, starting on the effective date until the furlough is revoked.
 - For hours you are not working, you will use the furlough earnings code, 654- Furlough-LWOP, on your timesheet.
- You will still have university health and other employee benefits. Your benefit deductions will continue as normal.
- You will not be able to claim any leave during the furlough portion of your schedule but you may use leave during your scheduled work hours (i.e. annual, sick, personal holiday, emergency sick leave, family medical leave, emergency family and medical leave expansion, administrative leave, etc.). The amount of emergency sick leave and emergency family and medical leave expansion to which you are entitled will be based on your normal (non-intermittent work furlough) schedule.
- While on intermittent work furlough, University holidays will be paid according to your normal schedule.

How does a temporary furlough affect my PERS service credit?

PERS service credit is affected if an employee has more than ten days of leave without pay during a payroll year. An employee with a weekly schedule of at least 30 hours per week is eligible for full-time PERS service credit. Please contact ua-benefits@alaska.edu for more information.

How does a temporary furlough affect my PERS retirement contributions and benefit?

Contributions to retirement are based on the amount paid in applicable wages. If you are in the PERS Defined Contribution plan (Tier IV), a furlough will reduce the amount paid into your account. For a PERS Tier I, II or III member, if your service credit is not reduced, the salary reduction will not affect your retirement benefit unless you are in one of your high three or five salary years. Please contact ua-benefits@alaska.edu for more information.

How does a temporary furlough affect my ORP retirement?

Contributions to retirement are based on the amount paid in applicable wages. A furlough will reduce the amount paid into employees' ORP accounts but does not affect vesting in the plan.

How does a temporary furlough affect my leave accrual?

Employees accrue annual and sick leave based on hours in paid status in each pay period; thus, time in unpaid status reduces leave accrual. Leave will only accrue on hours worked. Annual leave remains subject to a maximum accrual of 240 hours.

While on intermittent work furlough, University holidays will be paid according to your normal schedule.

How does a temporary intermittent work furlough affect my health coverage and other benefit deductions?

An employee will remain covered by the University health plan during the period of the intermittent work furlough, at least through the end of the fiscal year (June 30). If pay is insufficient to cover other benefits, deductions may be taken from subsequent pay checks, or self-payment can be arranged.

Can I do any work or take leave during the temporary intermittent furlough?

You will not be able to claim any leave during the furlough portion of your schedule but you may use leave during your scheduled work hours. Overtime is calculated at 1.5 times your hourly rate if you work more than 40 hours/week. Furlough hours do not count toward overtime calculation. Supervisors may not have work-related communications (other than discussions regarding work schedule) with furloughed employees during furlough hours.