

COVID-19 Related Furlough

Temporary Furlough: Reduced FTE (no less than 50%)

A temporary COVID-19 related furlough of “reduced full-time equivalency (FTE)” means that your normal work hours per week have decreased. Hours worked will be directed by your supervisor. The decrease in FTE remains in effect until revoked by your supervisor.

During this temporary COVID-19 related reduced FTE furlough:

- Timesheet submission requirements remain the same during the furlough for each pay period.
- 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.).
- University holidays are paid on a prorated basis according to your reduced FTE.
- Exempt employees may not fall below the salary threshold (\$684/week).

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, or works less than 30 hours per week (75% FTE). 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 contribution 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 would only accrue on hours worked (prorated for less than full-time work). Annual leave remains subject to a maximum accrual of 240 hours.

University holidays are paid on a prorated basis according to your reduced FTE.

How does this temporary reduced FTE furlough affect my health coverage and other benefit deductions?

There is no change.