

CoP Summer furlough and reduced effort process

Process:

- Eligible staff voluntarily identify as willing to take a furlough or reduced hours
 - Eligible: Regular staff, research staff, research track faculty & postdoctoral research fellows.
- Talk with your supervisor and see how this might work for you and your work
- Fill out the google form [HERE](#) to notify CoP HR of interest (cop.humanresources@umich.edu)
 - https://docs.google.com/forms/d/e/1FAIpQLSciP5qP_wlSiCvJ9xTsaBHluqTWFzBzmMKY_UA_sYLpLTsu6Hw/viewform?vc=0&c=0&w=1&pli=1
- Supervisor will review workload and request, and make a determination if the proposal is viable (non-critical work, ability to defer their work until return, ability of others to pick up their work)

Requests **must** be made by noon on May 7, 2020 (due to university HR on 5/8). Approved voluntary furloughs and reduced hours can start upon unit approval but **no later** than May 30, 2020. ***Please note, you may request to use you accrued vacation time for a short period of time up until May 28th, provided your voluntary furlough begins prior to the May 30, 2020 deadline.

Furlough, full time

- For period between 60 and 120 days
 - Request cannot be made for less than 60 days and NO more than 120 days
- Qualify for unemployment benefits, including CARES act additional plus up
 - Currently the additional CARES act additional plus up is only extended through 7/25/2020. (see below)
- Employee will return to their position and regular effort at end of the furlough
- University health benefits continue and UM pays the employee premium as well as the University share
- During the temporary furlough period, the staff member:
 - Does no work for the unit and receives no pay
 - Remains a university employee
 - Is eligible to file for unemployment compensation
 - Does receive continued university benefits
 - Does continue to receive the university contribution toward their benefit plans (health, dental, long-term disability, life), and the university also will pay the monthly employee contribution for health insurance.
 - **Benefits:** Upon return from furlough, the accrued employee contribution portions of the dental, life, LTD, legal and vision premiums for the period of absence would be deducted from pay. The employee portion of the health care premium is waived for the period of absence and will not need to be paid upon return. There will be no university contributions to the retirement savings plan on reduced hours or during the period of furlough.
 - Retains accrued vacation and sick time (additional time will not accrue).

Temporary reduction in hours

- For period between 60 and 120 days
- Effort must remain at or above 50% to retain benefits and university contributions
- Position will return to regular effort at end of reduction period
- During the temporary period of reduced hours, the staff member:
 - Reduces weekly work hours (effort) by 15 to 50 percent (as agreed upon).
 - Continues benefits (with appointments remaining at or above 50 percent effort) at the same premium rates paid before reducing hours.

- Accrues vacation (or PTO) at reduced effort.
- Receives other paid-time-off benefits prorated to the reduced effort (holidays, funeral days, etc.).

Additional terms:

- **Unemployment:** A claim for state unemployment compensation will not be contested by the university unless the employee was offered and declined redeployment to another position. Eligibility for and the amount of unemployment benefits are determined by the state of Michigan. (The current maximum state weekly benefit is \$362 and may include an additional weekly supplement of \$600 from the Federal CARES Act through July 25, 2020.)
- **Job security:** The unit will hold a position for the employee to return to at the end of the approved period, including any extensions. If business circumstances change to such an extent to indicate a Reduction-in-Force is warranted, the relevant policy/contract language would apply.
- **Paid time off:** The employee's regular available paid time off balances will be maintained. Emergency COVID-PTO banks will no longer be available to those who take a furlough. The federal Emergency Paid Sick Leave Act (EPSLA) paid time off bank will remain available until program expiration on December 31, 2020.
- **Early recall:** If university operations require early recall from voluntary furlough or reduction in hours, a minimum of one-week notice will be provided.

Additional Information provided by University HR

Taxes: The university's payroll website has information on [taxes](#), specifically on 2020 tax information and [calculating your taxes](#).

Unemployment Compensation: Information from the [Michigan UIA](#) about how unemployment benefit is calculated and a [video](#) on the UHR website about monetary determination with general information.

Michigan law requires we consider wages you have earned over the last 18 months in calculating your weekly benefit amount. The maximum entitlement is a weekly benefit amount of \$362 per week. Under Executive Order 2020-24, the maximum entitlement for weeks of benefits for existing claims as of 3/15/2020 and new claims filed between 3/15/20 and 4/18/20 is 26 weeks. In addition to changes under EO 2020-24, Congress enacted the Relief for Workers Affected by Coronavirus Act (Act). In addition to the temporary measures enacted by Governor Whitmer, the Act does the following:

- Adds 13 additional weeks of unemployment benefits in Pandemic Emergency Unemployment Compensation (PEUC) to the 26 weeks of benefit entitlement under EO2020-24, for a total of 39 weeks of benefits payable.
- Adds an additional \$600 per week of Pandemic Unemployment Compensation (PUC) to the weekly benefit amount payable. This amount is payable for weeks of benefits between 3/29/2020 – 7/25/2020.
- University HR Unemployment Insurance Benefit Resources:
 - <https://hr.umich.edu/working-u-m/management-administration/records-management/unemployment-insurance-benefits-resources>

Fact Sheet: [Claiming Unemployment Benefits in Michigan](#)

Fact Sheet: [Claiming Underemployment Benefits in Michigan](#)

Paid Time Off Options: Read about available [paid time off programs related to COVID-19](#)

COVID-19 Information for Faculty and Staff: [Find information about remote work, time off policies, well-being and workplace safety \(2020-2021-announcements-covid-19\)](#). For additional news and information, visit [Public Affairs \(https://publicaffairs.yps.com.umich.edu/2020-2021-announcements-covid-19/\)](#).



Employee Benefits During Furlough, Reduction or Paid Time Off

Impact of Furloughs, Reduction in Hours and Time Off Programs on Employee Benefits

	Voluntary Furlough	Voluntary Reduction in Hours	E-FMLA (child care)	Emergency Paid Sick Leave Act (EPSLA) or COVID Paid Time Off
Duration	60-120 days	60-120 days	12 weeks (60 days) maximum	160 hours (20 days) maximum
University Pay	No	Yes at percentage of effort	Yes at 2/3 pay	Yes until available balance exhausted
Unemployment Eligibility	Yes	Yes	No	No
Maintain Health Insurance	Yes and U-M will pay the employee contribution	Yes if employee maintains at least 50% effort	Yes	Yes
University Contributions to Retirement Savings Plan	No	Yes at percentage of reduced salary	Yes at percentage of reduced salary	Yes
Employee Contributions to Retirement Savings Plan	No	Yes at percentage of reduced salary	Yes at percentage of reduced salary	Yes
Maintain Other University Benefits	Yes but employee must repay employee contribution for dental, long-term-disability, life insurance	Yes and employee pays same premium rate paid before reducing hours	Yes	Yes
Service Credit Toward Retirement	Yes if returned to an active appointment (Cannot retire from furlough unless already eligible)	Yes unless appointment is less than 50% for more than 1 year (If an employee works at least 80% for one day, they receive full service credit for the year)	Yes	Yes
Accrue Additional Vacation/PTO	No	Yes at reduced effort	No	Yes