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Subject: Voluntary Furlough & Appointment Reduction Info/Request Process
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Attachments: [image001.png](#)
[CoP Summer furlough and reduced effort Info Request .pdf](#)

Good Morning,

As announced by President Schlissel attached you will find the details that outline the voluntary furlough and the appointment reduction. Please review the attached information and contact cop.humanresources@umich.edu with any questions that can't be answered by visiting the university human resource website [HERE](#)

Voluntary Furloughs and Reduced Hours: There is a strict University deadline for the request process (due by May 7 to COP HR), so please review the information as soon as possible.

You may want to consider these voluntary options if you are not able to work, will soon deplete both emergency pay banks, and are worried about running out of vacation time before you can return to work, especially since it is not yet known when we will be allowed to begin working on campus again. Again, this is voluntary.

Best,

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