



## *Office of Human Resources*

**To:** College of Southern Nevada Employees  
**From:** Bill Dial  
**Date:** December 1, 2020  
**Re:** Spring 2021 Furlough Guidelines

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Please see the furlough guidelines for Fiscal Year 2020-21:

- Per the directive of NSHE, there will be a furlough reduction for all administrative faculty, academic faculty, and classified staff, equating to six (6) furlough days for Fiscal Year 2020-21. The furlough reduction will be for the payroll months of January-June at a 4.6% rate of reduction.
- Academic and Administrative Faculty can begin to take furlough time on December 1, 2020. Classified staff can begin to take furloughs time on December 16, 2020.
- Furlough time will be taken in increments of either four (4) or eight (8) hours.
- Classified employees must take eight hours per month, but may not take more than 12 hours of furlough in a pay week.
- For Classified employees and Administrative Faculty it is recommended that consistency be a guiding principle when furlough days are requested. A departmental practice that is recommended would be granting furlough days on a “first come/first serve” basis, with a requirement of requesting a furlough day five (5) working days in advance, while communicating expectations proactively to work groups.
- Due to the varying work schedules of Academic Faculty, faculty members will notify their Department Chairs at least five (5) working days in advance prior to taking furlough time. Academic Faculty cannot request furlough days prior to their class schedule being set for a semester.
- For Academic and Administrative Faculty, furlough days can be taken consecutively if approved by the supervisor.
- All Classified employees will be required to take eight (8) hours of furlough time per month. While “grouping” of days is not allowed for Classified employees, vacation days can be requested either before or after the furlough day to be taken if approved by the supervisor.
- Furlough reductions will only apply to the base salary of the employee’s primary position.
- Overload teaching or additional/non-primary positions will be permitted to work when a furlough day is taken.
- For Classified Employees, no overtime, compensatory time, on-call or call back pay will be allowed in the same week as unpaid furlough leave.



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- Academic Faculty should not take furlough time during instructional times/days. Rather, furlough time should be taken during regular office hours, or non-teaching contractual days.
- Academic Faculty on “B” Contracts will be required to take four (4) furlough days.

Should you have any questions or need additional information, please contact Human Resources at [HRCustomerservice@CSN.edu](mailto:HRCustomerservice@CSN.edu).

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College of Southern Nevada