



## *Office of Human Resources*

**To:** All Classified Staff  
**From:** Bill Dial, Chief Human Resources Officer  
**Date:** November 19, 2020  
**Re:** Furlough Announcement

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### Classified Staff:

Nevada is experiencing an emergency budget shortfall due to statewide disruptions in commerce and revenue as a result of the COVID-19 global pandemic. To address this fiscal emergency, the Nevada State Legislature convened the 31st Special Session and passed Assembly Bill (AB) 3, which was signed into law by Governor Sisolak. Pursuant to AB 3, all full and part-time employees of the State, which includes Classified Staff within the Nevada System of Higher Education (NSHE), are required to take 48 hours of unpaid furlough leave during the second half of the current fiscal year (December 16, 2020 through June 15, 2021). This requirement amounts to a 4.6 percent compensation reduction and applies to all employees regardless of funding source.

In response to AB 3, the State of Nevada, Division of Human Resources provided guidance for applying the furlough provisions but also allowed state agencies some flexibility in deciding how employees take their unpaid furlough leave hours.

For College of Southern Nevada Classified employees, the following guidelines have been put in place:

- Employees must take 8 hours of furlough per month and pay will be reduced in the pay period in which the furlough is taken.
- Employees may take furlough hours in either 4 or 8 hour increments.
- No more than 12 hours of furlough may be taken in any given pay week.
- No overtime, compensatory time, on call, or call back pay will be allowed in the same week as unpaid furlough leave.
- Furlough leave must be taken between December 16, 2020 and June 15, 2021.

To request furlough, Classified employees must enter their leave request into Workday in the manner that other leave is requested. All furlough leave requests are subject to supervisory approval.

Furlough will be accrued in 8 hour increments beginning on December 16, 2020, with additional accruals made available on the first of each month from January through May. All leave must be used by June 15, 2021, and unused leave has no monetary value.



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Please contact the Office of Human Resources at [HRCustomerservice@csn.edu](mailto:HRCustomerservice@csn.edu) if you have any questions or concerns.

Regards,

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