

COUNTY OF NORTHAMPTON

Executive Orders

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**EXECUTIVE ORDER 09-72**

***Voluntary Furlough Program***

The Northampton County Administration wishes to implement a voluntary furlough program during the period of August 1, 2009, through December 31, 2009. Employees will be allowed to take up to five days off without pay. Accrual of leave time, anniversary dates and seniority will be treated as if the employee is in pay status.

**Procedures**

1. A full, part time or probationary employee, who wishes to participate in the program shall request, in writing, approval on the prescribed form as designated by the Human Resources Department. Any employee wishing to participate must certify that it is (a) voluntary and (b) without pay and (c) the employee shall not perform any duties of their position during the voluntary furlough.
2. The employee shall not be permitted to take the voluntary furlough until the employee has received approval by the Department Head and the Director of Human Resources.
3. The Department Head shall retain all records concerning implementation of an approved voluntary furlough program.
4. The Director of Human Resources shall notify affected labor groups. All Labor Union members are invited to participate in the Voluntary Furlough Program to the same extent as non-union employees subject to execution of "Agreement between Labor Unions and Northampton County."

**Eligibility**

1. An employee may request to use up to one (1) week between August 1, 2009 and December 31, 2009.
2. An exempt employee may request no less than a one-week period between August 1, 2009 and December 31, 2009. The one full week must consist of five consecutive unpaid days.
3. A non-exempt employee may request to use no less than eight (8) consecutive hours between August 1, 2009 and December 31, 2009. Time off may consist of one or more of the following:
  - \*unpaid intermittent days off including holidays; or
  - \*unpaid consecutive days off including holidays.
4. For purposes of eligibility for overtime or comp. time or eligibility for holiday pay, a Voluntary furlough will be considered as equal to paid vacation during that pay week.

5. An employee shall not be permitted to use a voluntary furlough for any of the following purposes:

- \*As sick leave;
- \*In lieu of eligible Family and Medical Leave.
- \*As a discretionary leave of absence without pay due to medical reasons
- \*In lieu of or to replace a suspension, without pay, for disciplinary reasons.
- \*In lieu of eligible Military Leave of Absence

#### **Denial to Participate**

The Department Head in his or her sole discretion may deny participation in the program if it is determined that such participation would be detrimental to the public health, safety or welfare, would provide inadequate resident care or inadequate inmate custody, would provide inadequate emergency management and 911 coverage, would result in increased costs to the County due to increased overtime, the need to appoint additional employees, or the loss of County anticipated revenue. Such denial shall be in writing and submitted through the Human Resources Department with County Executive review for final approval.

#### **Benefits of Participation**

1. During voluntary furlough leave, accrual of leave time, anniversary dates and seniority shall be treated as if the employee is in pay status. Since pension contributions are based on actual hours paid, an employee's service credit may be affected unless the employee pays the difference by individual check or money order.
2. During an unpaid voluntary furlough leave, the absence shall not be charged against any accrued paid leave time nor shall the employee suffer any penalty or unreasonable denial of future use of paid leave time.
3. During an unpaid voluntary furlough leave, the absence shall not be counted against the employee for perfect attendance incentives or progressive discipline for absenteeism.

#### **Extension**

The County Executive may extend the voluntary furlough period beyond December 31, 2009.

  
John Stoffa  
County Executive

August 6, 2009

Distribution: Department Heads and Supervisors



COUNTY OF NORTHAMPTON  
EASTON, PA  
Human Resources Form

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Form # 721

**Voluntary Furlough Application**

**Print Employee's Name:** \_\_\_\_\_

**Title and Department:** \_\_\_\_\_

**Dates requested off, without pay:** \_\_\_\_\_

**Total number of days/hours requested off:** \_\_\_\_\_

1. **I certify this application is completely voluntary.**
2. During voluntary furlough leave, accrual of leave time, anniversary dates and seniority shall be treated as if the employee is in pay status.
3. During an unpaid voluntary furlough leave, the absence shall not be charged against any accrued paid leave time nor shall the employee suffer any penalty or unreasonable denial of future use of paid leave time.
4. During this unpaid voluntary furlough leave, I shall not perform work for the County.
5. During an unpaid voluntary furlough leave, the absence shall not be counted against me for perfect attendance incentives or progressive discipline for absenteeism.
6. As an FLSA exempt employee, I understand I may not utilize less than one week for this voluntary furlough. As an FLSA non-exempt employee, I understand I may not utilize less than one day for this voluntary furlough. If I don't know whether I am exempt or non-exempt, I shall verify my FLSA classification with Human Resources before signing this form.
7. I certify I have read the August 2009 Executive Order on Voluntary Furloughs which includes but is not limited to the information contained on this form and agree to comply with said Order.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

**Supervisor's approval/disapproval**

\_\_\_ Approved      \_\_\_ Disapproved for the following reasons: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Print Supervisor's name

\_\_\_\_\_  
Date

When complete send to: Department of Human Resources, 669 Washington Street, Easton.

For HR only			
Jacketed	Entered	Checked	Benefits notified
HR Notes			