

## POLICY COVER SHEET

Faculty/Staff Handbook [FSH] □ Addition □ Revision* □ Deletion* XX Emergency  Minor Amendment □  Chapter & Title: Chapter Three, Title 3710, LEAVE POLICIES FOR ALL EMPLOYEES		
Administrative Procedures Manual [APM] Minor Amendment □ Chapter & Title:	☐ Addition ☐ Revision* ☐ Deletion* ☐ Emergency	
All policies must be reviewed, approved and returned <a href="mailto:fsh@uidaho.edu">fsh@uidaho.edu</a> respectively.	by a policy sponsor, with a cover sheet attached to apm@uidaho.edu or	
*Note: If revision/deletion request original document "track changes."	from apm@uidaho.edu or fsh@uidaho.edu, all changes must be made using	
Originator(s): (Please see FSH 1460 C) Telephone & Email:	Kent E. Nelson, General Counsel – 3/2/10  Name Date 5-6125 kentnelson@uidaho.edu	
Policy Sponsor: (If different than originator.)	M. Duane Nellis, President 3/2/10  Name Date	
Telephone & Email:		
I. Policy/Procedure Statement: Briefly edeletion to the Faculty/Staff Handbook  This is a temporary emergency	explain the purpose/reason of proposed addition, revision, and/or or the Administrative Procedures Manual.  y policy adopted by the President pursuant to FSH 1460 C-3 to year 2010 as a means of meeting budgetary challenges caused by	
This policy will support a fisca offset holdbacks of state appro the nature and extent of the fur	ny, will this addition, revision, or deletion have?  al year 2010 furlough to create salary/benefit savings to be used to periated funds. The full extent of the fiscal impact will depend upon rloughs as determined by the President.  e other policies or procedures existing that are related or similar to	
IV. <u>Effective Date:</u> This policy shall be shall continue through the balance of fire	·	
If not a minor amendment forward to:		
Appr. & Date:	Posted: t-sheet h/c	



## Office of the President

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## **Enactment of Temporary Emergency Policy**

Pursuant to FSH 1460 C-3, I enact the following temporary emergency policy to implement furloughs for fiscal year 2010 as a means of meeting budgetary challenges caused by holdbacks of state appropriated funds.

There shall be added to FSH section 3710 a new subsection R. to read as follows:

## R. FURLOUGH – Fiscal Year 2010

- **R-1.** Furlough is a mechanism used to create salary/benefit savings, which can be applied across an organization to alleviate budget shortfalls. Furlough is leave without pay, but with all benefits other than leave accrual and retirement contributions.
- **R-2.** The general delegation of authority granted the President by the Regents includes the discretion to institute furloughs to respond to financial challenges. The President has consulted with and received input from faculty and staff representatives regarding the need for furloughs as well as the mechanism for implementing furloughs for fiscal year 2010. The President has determined that furloughs are necessary to assist the institution in addressing the funding shortfalls caused by the holdbacks in its appropriated funds for fiscal year 2010.
- **R-3.** Furloughs implemented by the President for fiscal year 2010 will comply with Regents' policies under Section II.B.2, including uniform application of the furlough across the University, 30 days notice to affected employees and an opportunity for affected employees to be heard regarding application of the furlough to the affected employee.
- **R-4.** This temporary emergency policy shall be effective immediately and remain in effect though the end of fiscal year 2010.

M. Our Mellis	March 1, 2010
M. Duane Nellis, President	 Date