



Frequently Asked Questions Furloughs

MEMBERS REQUIRED TO TAKE FURLOUGHES

Q Are all GGU members required to take 15 hours of furlough?

A *All GGU Members are required to take 15 hours of furlough in each year of the July 1, 2016 through June 30, 2019 CBA; with the following exceptions:*

- *Members working a reduced workweek of 30 hours or less will have prorated furlough hours based on the number of hours they are regularly scheduled to work.*
- *Members in seasonal positions of less than 12 months*
- *Non-perms*
- *Part time employees working less than 30 hours per week*

SCHEDULING

Q. When will I be required to start taking furlough hours?

A *The SU has ratified their TA and ASEA has been notified that all Departments on October 19, 2016 began requesting GGU members to schedule 15 hours of furlough*

Q Can I decide for myself when to schedule/take my furlough hours?

A *Yes, with prior approval from your supervisor.*

Q When do I have to take my 15 hours of furlough?

A *You must take 15 hours of furlough between July 1 and June 30 in each year of the CBA, with the following exception:*

- *Members hired after January 1, 2017 (Year 2) or January 1, 2018 (Year 3) will only be required to take 7.5 furlough hours in that contract year.*

Q How does LOA 17-GG-141 Addendum Re: Administration of Furloughs affect provisions in Appendix K in our GGU contract?

- *Furlough hours in the third year (July 1, 2018 to June 30, 2019) of the GGU Contract will not take effect unless the SU enters into a contract for the same timeframe that requires full-time employees to take 15 unpaid furlough hours.*

Q If I don't take my furlough hours by the end of the year can the SOA force me to take them in the next contract year?

A *No. Furlough hours must be taken between July 1st - June 30th of each contract year. If for some reason you don't schedule your furlough hours and management doesn't require you to take them during any contract year they can't be accumulated and added to the 15-hour requirement in a subsequent year.*

Q If my supervisor asks me to schedule/take furlough hours can I be reprimanded if I don't?

A *Comply with your supervisor's request if you are asked to schedule/take furlough hours. Management can schedule your furlough hours only in compliance with the provisions of provision 5 of Appendix K of our CBA. Contact your Business Agent if you have questions or need clarification on how the process works.*

Q Can I take my furlough hours in smaller increments of time?

A *Yes. Members and supervisors will need to work together to schedule the hours.*

A Yes, with prior supervisor approval.

A Yes, but remember this is unpaid leave and prior supervisor approval is required.

A Yes, provided your supervisor has preapproved the use of furlough hours on either side of the scheduled and approved personal/annual leave. In this scenario, it is important to remember that your furlough hours are UNPAID time.

A Yes. Taking furlough hours on a holiday or on the first of the month will have no effect on your holiday pay or health insurance status.

Q Can Management demand all 15 hours of furlough be scheduled/taken in one pay period?

A No. *Your supervisor can only direct you to take up to 7.5 furlough hours in one pay period, AND they must provide two weeks' notice. See provision 5 of Appendix K of our CBA.*

A *Your supervisor can request furlough hours be scheduled on a particular day; however, they must give two (2) weeks' notice and cannot exceed mandating more than 7.5 hours per pay period.*

A No, you are in LWOP status and cannot be expected to perform work duties.

Q How do I schedule furlough hours and how do I record furlough hours on my timesheet?

A Leave Slip: Members must fill out a leave slip(s), check the "OTHER" box and clearly indicate they are using furlough hours in the "EXPLANATION:" section.

A Timesheet: *Members must record furlough hours in the “Misc. Leave” column and clearly indicate they are using furlough hours in the “Comments:” section.*

ALASKA DEPARTMENT OF NATURAL RESOURCES

Division of Mining, Land and Water

Name: _____

FID: _____

Pay Period Starting: _____

Pay Period Ending: _____

Payload RID: 10034

Resigning Unit: _____

Overseas Location: YES ☒ NO ☐

HR USE ONLY: **FTF**

Partial Work Hours FWD: _____

Round Start/Stop times to military format: 12:00 AM-01:00 PM (with colon & 12:00)

For AKPAY Operator: **Angin Hickman**

Enter & Check: _____

Certified: _____

Date: _____

Day	Date	Start	Stop	Start	Stop	Start	Stop	Regular Hours	Holliday	Personal				OTC use pay				OT	Totals	Acc. Projects hours
										Sick	Vacation	Inc.	Other	Sick	Vacation	Inc.	Other			
Sun	10/16							0.00										0.00		
Mon	10/17	8:00	13:00					5.00		2.50								7.50		
Tue	10/18							0.00	7.50									7.50		
Wed	10/19	8:00	13:00	14:00	16:30			7.50										7.50		
Thu	10/20	8:00	13:00	14:00	16:30			7.50										7.50		
Fri	10/21	8:00	13:00	14:00	16:30			7.50										7.50		
Sat	10/22							0.00										0.00		
Sun	10/23							0.00										0.00		
Mon	10/24	8:00	13:00	14:00	16:30			7.50										7.50		
Tue	10/25	8:00	13:00	14:00	16:30			7.50										7.50		
Wed	10/26	8:00	13:00	14:00	15:00			6.00		1.50								7.50		
Thu	10/27	8:00	13:00	14:00	16:30			7.50										7.50		
Fri	10/28	8:00	13:00	14:00	16:30			7.50										7.50		
Sat	10/29							0.00										0.00		
Sun	10/30							0.00										0.00		
Mon	10/31	8:00	13:00	14:00	16:30			7.50										7.50		
TOTALS								71.00	7.50	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	82.50	0.00	
Earnings Code:								100	100	000	005	105	102	100	100	201				

We certify that the time and hours of work recorded above are true and correct.

Final determination of pay type and rate of compensation will be made by the Department of Administration.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Comments: 10/17 & 10/26 used total of 4.00 furlough hours

Q What impact will furlough hours have on my leave and other benefits?

A *Furlough hours will not affect your probationary period, leave accrual, health insurance, holiday pay or merit anniversary date.*

Q How do furlough hours affect members that work in 24/7 area, especially where only one person is scheduled per shift?

A *It is Management's responsibility to assign work in order to accomplish the mission of the worksite.*

Q What happens if furlough hours taken by myself or a co-worker results in overtime. Will the furlough hours count toward overtime or time in service?

A *Time taken as furlough hours will NOT be considered as time worked for calculating overtime hours or be credited towards time in service.*

Q Can employees cash in annual/personal leave to compensate for lost wages?

A **Yes**

STATE OF ALASKA				LEAVE REQUEST/REPORT			
EMPLOYEE'S NAME (PRINT - LAST - FIRST - MIDDLE INITIAL)				BU	DEPT NO	Employee ID	
Your Name Here				GU	10	xxx xxx	
DATE LEAVE BEGINS		DATE LEAVE ENDS	Total Hrs		Supervisor Approval		
MONTH DAY HOUR		MONTH DAY HOUR	4.00				
LEAVE TYPE CHECK ONLY ONE							
<input type="checkbox"/> ANNPERS	<input type="checkbox"/> MILITARY	<input type="checkbox"/> AUTH LWOP	<input checked="" type="checkbox"/> LV CASH-IN	<input type="checkbox"/> BUS LV USED			
<input type="checkbox"/> SICK/PERS	<input type="checkbox"/> COURT	<input type="checkbox"/> DISC LWOP	<input type="checkbox"/> OTHER (Explain Below)	<input type="checkbox"/> BUS LEAVE			
<input type="checkbox"/> FMLA/FML	<input type="checkbox"/> WORKS COMP	<input type="checkbox"/> UNAUTH LWOP	<input type="checkbox"/> UNION APPROV				
This form must be submitted within 24 hours after return to duty				<input type="checkbox"/> BUS LV LABOR REL APPROV			
EXPLANATION:				LV DONATED TO			
				Your Name 10/31/16			
NOTE: No leave with pay will be granted in excess of that accrued to employee's credit. Bargaining Unit restricts leave type availability.				EMPLOYEE SIGNATURE			
				DATE			
				APPROVING OFFICER			
				DATE			

LEAVE OPTION

Q Do GGU members have the option to forfeit 22.5 hours of PL/AL to negate the obligation to take 15.0 unpaid furlough hours?

A *The leave option in LOA 17-GG-140 Addendum Re: Administration of Furloughs allows GGU bargaining unit members who, as of July 1 of each year of the collective bargaining agreement are eligible to retire within five years, the option to forfeit 22.5 hours of accrued Personal/Annual Leave in order to negate the requirement to take the 15 hours of furlough during that contract year. This is to lessen the impact on their pension benefit calculation and is based on the applicable early or normal retirement criteria for their pension plan tier.*

Q The LOA references Personal Leave but I accrue Annual Leave – will it be administered the same?

A *Yes, you may forfeit either Personal or Annual leave depending on your leave accrual system. If you are on Annual/Sick leave you may not use Sick leave in this option.*

Q Can Retirement and Benefits calculate how forfeiting 22.5 hours of accrued Personal/Annual Leave instead of taking 15 hours of furlough will affect me and my retirement pay if I'm within five years of retirement and how will it affect my time in service?

A *Contact Retirement and Benefits for information at (800) 821-2251; (907) 465-4460 or <http://doa.alaska.gov/drbl>*

Q When do I need to turn in my leave request if I decide to forfeit 22.5 hours of PL/AL instead of taking 15 unpaid furlough hours?

A *Turn your leave request in as soon as you decide to forfeit 22.5 hours of PL/AL instead of taking furlough hours.*

Q Why can't a GGU employee who is NOT eligible for retirement within five years exchange 22.5 hours of PL/AL to negate the impact of 15 hours of furlough required each year?

A *Letter of Agreement 17-GG-140 limits the leave return option to members who are within 5 years of retirement.*

ADDITIONAL QUESTIONS:

Q Who should members call with questions about contract interpretation of furlough hours?

A *Members should call their ASEA Business Agent if they have questions about contract interpretation of scheduling/taking furlough hours.*

Q Who should members call with questions about how to complete their leave slip and timesheet?

A *Members should call the Division of Personnel at 465-3009 or email EmployeeCallCenter@alaska.gov*

NOTE: FAQs WILL BE UPDATED AS NEW INFORMATION BECOMES AVAILABLE