

Temporary layoff scenarios

Overview

There are two types of employer-initiated [temporary layoffs](#):

- **FTE Reduction** -- A temporary full-time equivalent percentage (FTE) reduction to no less than 50% FTE. FTE reductions for prostaff under policy are not usually considered “temporary layoffs” but will be transacted as a temporary layoff during the COVID emergency in order to ensure accruals and service are not impacted.
- **Furlough** – Unpaid time away from work for a temporary period of time based on the rules of the [employee’s employment program](#).

Scenarios

Temporary FTE reductions or furloughs can be done in blocks of days at a time, as appropriate, or can be broken into smaller increments that add up to total maximum number of days of a furlough in a calendar year. The chart below illustrates options available to help departments meet their changed workload and/or budgetary expectations. **All temporary layoff plans must be approved through UW Human Resources.**

The employee will ...	FLSA Nonexempt or Exempt	Temporary Layoff Type	System Entries	Accrual Impact	Step progression impact	Retirement impact	Additional considerations
Take a continuous unpaid leave of absence <i>Employee is on a furlough for a period of 30-60 days.</i>	Both	Furlough	Workday entry of <i>LOA – Temporary Layoff – Furlough (either Lack of Work or Lack of Funding)</i> Plus entry of <i>Unpaid Time Off – Temporary Layoff (hours)</i> for each furloughed day in the period	None	None, except for CNU’s (no month of service toward step)	Significant impact to DRS plan 3 and UWRP contributions. Reduces service credit towards retirement	All furloughs of FLSA exempt staff must occur at the start of an FLSA workweek (Monday) and last the whole week. Likely eligible for unemployment compensation. ¹ Furloughs for employees in FDAs or PSTP positions may not extend beyond the end of the appointment or be used to extend the appointment.
Work fewer hours than regular	Both	Reduction in FTE	Workday entry of <i>Job Change-Data</i>	None	None	Significant impact to DRS plan 3 and	In addition, work schedules of overtime eligible employees, whether exempt or nonexempt, must be updated to reflect the change in weekly scheduled

¹ WA State unemployment compensation falls between \$188-\$790. CARES Act provides an additional \$600/week until July 24. Employees who are approved for WA State unemployment will get an amount based on their normal income, and if that amount is at least \$1 per week, they will also automatically receive an additional \$600/week.

The employee will ...	FLSA Nonexempt or Exempt	Temporary Layoff Type	System Entries	Accrual Impact	Step progression impact	Retirement impact	Additional considerations
employment but no less than 50% FTE			<i>Change: Temporary Layoff – FTE Change</i>			UWRP contributions. Reduces service credit towards retirement	<p>hours (Likewise, in weeks with holidays, alternate schedules may impact holiday credit calculations).</p> <p>Overtime eligible staff, whether exempt or nonexempt, who work beyond their new scheduled hours may be eligible for additional pay above schedule depending on their CBA or Med Ctrs community practice.</p> <p>Likely eligible for unemployment compensation¹, however full-time workers whose hours of work are reduced by one work day each week usually will not be eligible for partial unemployment benefits because they earn too much in the week to be eligible.</p> <p>If FLSA exempt, FTE x base wage must not drop an exempt employee’s actual gross wage below \$2,964 per month (\$684 per week).</p>
Take 1 month off, work 1 month, take another 1 month off later	Both	Furlough	<p>Workday entry of <i>LOA – Temporary Layoff – Furlough (either Lack of Work or Lack of Funding)</i></p> <p>Plus entry of <i>Unpaid Time Off – Temporary Layoff (hours)</i> for each day in the furloughed week.</p>	None	None, except for CNUs (no month of service toward step)	Significant impact to DRS plan 3 and UWRP contributions. Reduces service credit towards retirement	<p>All furloughs of FLSA exempt staff must occur at the start of an FLSA workweek (Monday) and last the whole week.</p> <p>Likely eligible for unemployment compensation¹</p>
Take 2 weeks off per calendar year	Both	Furlough	Workday entry of <i>LOA – Temporary Layoff – Furlough (either Lack of Work or Lack of Funding)</i>	None	None, as long as unpaid time is not greater than 80	Moderate impact to DRS plan 3 and UWRP contributions. Impacts service	<p>All furloughs of FLSA exempt staff must occur at the start of an FLSA workweek (Monday) and last the whole week.</p> <p>Likely eligible for unemployment compensation¹</p>

The employee will ...	FLSA Nonexempt or Exempt	Temporary Layoff Type	System Entries	Accrual Impact	Step progression impact	Retirement impact	Additional considerations
			Plus entry of <i>Unpaid Time Off – Temporary Layoff (hours)</i> for each day in the furloughed week.		hours, prorated	credit towards retirement	
Take 1 day off each week for a period of time <i>Employee works 32 hours each week instead of 40 for a period of time.</i>	Both	Reduction in FTE	Workday entry of <i>Job Change-Data Change: Temporary Layoff – FTE Change</i>	None	None	Moderate impact to DRS plan 3 and UWRP contributions. No impact to service credit unless FTE reduction goes below 50%	<p>In addition, work schedules of overtime eligible employees, whether exempt or nonexempt, must be updated to reflect the change in weekly scheduled hours (Likewise, in weeks with holidays, alternate schedules may impact holiday credit calculations).</p> <p>Overtime eligible staff, whether exempt or nonexempt, who work beyond their new scheduled hours may be eligible for additional pay above schedule depending on their CBA or Med Ctrs community practice.</p> <p>Likely eligible for unemployment compensation¹ however full-time workers whose hours of work are reduced by one work day each week usually will not be eligible for partial unemployment benefits because they earn too much in the week to be eligible.</p> <p>If FLSA exempt, FTE x base wage must not drop an exempt employee’s actual gross wage below \$2,964 per month (\$684 per week).</p>
Take 1 day off <i>Employee takes one Friday off.</i>	Exempt	Reduction in FTE	<p>Workday entry of <i>Job Change-Data Change: Temporary Layoff – FTE Change</i></p> <p>Update weekly scheduled hours <u>for each impacted FLSA workweek each</u></p>	None	None	Minimal impact to DRS plan 3 and UWRP contributions	<p>In addition, work schedules of overtime eligible employees, whether exempt or nonexempt, must be updated to reflect the change in weekly scheduled hours (Likewise, in weeks with holidays, alternate schedules may impact holiday credit calculations).</p> <p>FLSA exempt staff who are eligible for contract or community practice overtime (e.g., RNs) need to work their scheduled hours otherwise they may be eligible for additional pay above schedule at 1.5 or 1.0 rate.</p>

The employee will ...	FLSA Nonexempt or Exempt	Temporary Layoff Type	System Entries	Accrual Impact	Step progression impact	Retirement impact	Additional considerations
			<u>month</u> this is in place.				<p>Likely eligible for unemployment compensation¹ however full-time workers whose hours of work are reduced by one work day each week usually will not be eligible for partial unemployment benefits because they earn too much in the week to be eligible.</p> <p>If FLSA exempt, FTE x base wage must not drop an exempt employee's actual gross wage below \$2,964 per month (\$684 per week).</p>
	Nonexempt	Furlough	<p>Workday entry of <i>LOA – Temporary Layoff – Furlough (either Lack of Work or Lack of Funding)</i></p> <p>Plus entry of one day of <i>Unpaid Time Off – Temporary Layoff (hours)</i> in the furloughed week.</p>	None	None	Minimal impact to DRS plan 3 and UWRP contributions	Same note as above regarding unemployment and work schedules.

