



WHATCOM COUNTY
EXECUTIVE ORDER 02-01

Voluntary Unpaid Furloughs

WHEREAS, the County Executive recognizes that due to shrinking revenues and rising costs there is an immediate need to impose restrictions on expenditures from the 2002 budget, and,

WHEREAS, allowing employees to voluntarily request unpaid furloughs will reduce the County's labor costs and, at the same time, provide employees with a new leave option

NOW, THEREFORE, BY VIRTUE OF THE POWER VESTED IN ME BY THE HOME RULE CHARTER FOR WHATCOM COUNTY, I HEREBY ORDER, EFFECTIVE APRIL 16th, IMPLEMENTATION OF THE ATTACHED GUIDELINES FOR "VOLUNTARY UNPAID FURLOUGHS."

Dated this 16th day of April, 2002.


Pete Kremen, Whatcom County Executive

VOLUNTARY UNPAID FURLOUGHS

Effective April 16, 2002

Effective immediately and until further notice, employees may voluntarily request unpaid furloughs.

Employees must request a voluntary unpaid furlough in writing from his or her Department Head. Generally, requests should be made 30 days in advance of the leave. Voluntary unpaid furloughs require mutual agreement between the employee and the Department Head. The Department Head may approve furloughs of up to five days per employee per calendar year. Department Heads will submit furlough requests greater than five days per calendar year to the County Executive following Administrative Policy AD146000A, "Authorizing Special Personnel Policy Provisions or Exceptions."

Voluntary Unpaid Furlough Guidelines:

- Requires advance notice.
- No requirement for employees to exhaust paid leave balances.

Requires written request by employee on a Leave Request form
- Requires mutual agreement between the employee and the Department Head.
- Generally, must be in work week increments, for example, Monday through Friday, five days.
- Department Heads can approve furloughs up to five days per employee per calendar year.
- County Executive or designee approval required for furloughs greater than five days per calendar year.
- Employees must not be in a probationary period
- Employees must continue to meet benefit thresholds.
- Critical work priorities for the County must continue to be met.
- Furloughs must create NO additional labor costs
 - ✓ Extra help hours
 - ✓ Overtime
 - ✓ Out-of-class pay