

### **Temporary Policy for Flexible Furlough Leave**

As part of the flexible furlough plan authorized in the Governor's Executive Order Number 11 signed on April 28, 2009, full-time public school employees are to receive ten (10) hours of flexible furlough leave to be taken between June 1 and December 31, 2009, in return for the 0.5% reduction in salary required under the Order. Non full-time employees will receive a proportional number of flexible furlough leave hours based on their employment term.

#### **Use of Flexible Furlough Leave**

- (1) Employees using flexible furlough leave shall coordinate the leave times with their immediate supervisor or principal. Additional levels of approval are not required.
- (2) Flexible furlough leave can be taken in any increment.
- (3) Classroom teachers, media specialists, and teacher assistants who require substitutes and bus drivers may not use flexible furlough leave at any time that students are scheduled to be in attendance (an instructional day). Employees who do not require substitutes may, after coordinating with their immediate supervisor or principal, use flexible furlough leave on any day school is in session.
- (4) Employees may use flexible furlough leave beginning June 1, 2009. Flexible furlough leave must be taken by December 31, 2009.
- (5) Flexible furlough leave cannot be paid out when separating from service for any reason.