



KEAN

UNIVERSITY

To: All Full-Time University Employees

From: Philip Connelly, Vice President Administration and Finance

Date: July 1, 2004

Re: **Voluntary Furlough Program**

I am pleased to announce the approval of a **Voluntary Furlough Program** for eligible full-time University employees, effective immediately. The purpose of the program is to effect cost savings through reduction of total salary expenditures while maintaining employee rights and benefits, and thereby assisting the University in addressing reductions in State appropriations while maintaining the momentum the University has gained in the last several years.

The **Voluntary Furlough Program** affords members of the full-time permanent classified staff, professional staff, librarians, and higher education managers, upon approval of senior administration, the opportunity to take an unpaid leave of absence while retaining benefits as if in pay status. The program offers flexibility in how a leave may be taken: Requests may be submitted for shorter work days, intermittent days off, or single or consecutive days off in the calendar year. Individual reasons for taking a furlough may vary; however, it cannot be used for sick leave, leave without pay due to disability, or alternate employment. The **Voluntary Furlough Program** does not preclude any other contractually guaranteed options.

Please refer to the [Application Procedures](#) for details on how to apply and eligibility requirements. Applicants must submit a [Voluntary Furlough Request](#) and receive confirmation of approval before taking any time on furlough. Requests must be approved through the supervisor/manager and recommended to Division Vice President. The form should then be forwarded to the Office of Human Resources for final approval.

If you have any questions regarding the **Voluntary Furlough Program**, please contact the Office of Human Resources at ext. 7-3300.