

Support Staff Furlough Checklist

APA, APSA, CT and 1585 Furlough Information

- A furlough is a period of time where an employee will not perform work for MSU and will not receive pay, but will continue to receive the University contribution toward health, dental and basic employer-paid life benefits.
- Please visit our website for more details regarding specific agreements and [employee furlough information](#).
- For help answering questions you have about the MSU furlough process and what it means for impacted employees please see our [FAQs](#).

To initiate furloughs, provide the information and take the actions described below.

- Provide the following written furlough information:
 - Name(s), PERNR(s), work location(s), start day and end day of employee's work week, MSU email address (if available), classifications, org numbers and supervisors of those individuals you would like to furlough. *This information is preferred in a spreadsheet if possible but will be accepted in other formats.
 - Check this box to certify:** My unit has created and is retaining documentation about the budgetary reasons for our furlough decisions and the selection criteria we used.
 - Check this box to certify:** My unit has reviewed the employee evaluations for the requested furlough(s). If any employee had two consecutive unsatisfactory evaluations signed/presented by April 1, 2020 these documents have been included.
 - Provide a copy of the unit's most current organization chart.
 - Desired furlough date based on contractual notice period requirement of 7 days.
 - Furlough must begin on the first day of the affected employees work week.
 - Potential recall date and/or length of each furlough.
 - Furlough must last at least 30 calendar days; up to 6 months.
 - All furloughs must end as of 12/31/2020.
 - If date of Recall is unknown, indicate that and no end date will be provided in letter.



Human Resources

Michigan State University
Nisbet Building
1407 S. Harrison, Suite 110
East Lansing, MI 48823

517-353-4434
Fax: 517-432-3862
hr.msu.edu

***Please note that after review of the completed checklist, job descriptions and performance reviews may also be requested if unit identified employees do not adhere to the seniority provisions described in the agreement.**

Please try to provide the checklist materials a full week before the intended notice date. While we will do our best to process furlough requests as quickly as possible, the speed of our response will be dependent on the volume of furloughs requested during any given week and whether the requested furloughs adhere to seniority provisions outlined by the agreements.

Sign the checklist and confirm that your Dean or VP for your MAU/Department is aware of your request by copying them on the information submitted.

Name of Person Completing Checklist _____

Signature _____

Date _____