



MANDATORY FURLOUGH GUIDELINES, 2020-2021

Under the authority of SC Code of Laws, Section 8-11-193 and Joint Resolution, House Bill 3411, a mandatory furlough is a cost saving measure in which the university can implement and require employees to take unpaid leave but ensure continuity of benefits for a specific period of time.

In response to the fiscal challenges caused by the COVID-19 crisis, the University of South Carolina is instituting a variety of cost saving measures during the 2020-2021 fiscal year. As one cost saving measure, the University of South Carolina is implementing a mandatory furlough for faculty and staff on the Columbia campus and in Palmetto College who are paid a base salary of \$118,000 and above. The furlough may be subject to repeal at mid-year if revenues improve.

Guidelines:

- All employees in FTE, Research Grant, and Time-Limited positions, as well as employees in exempt temporary staff positions, are included in the mandatory furlough.
- The mandatory furlough will not apply to new faculty and staff hired in fiscal year 2020-21.
- Certain categories of personnel will be exempt from the furlough including: law enforcement; employees with an H1B visa status; employees of Student Health Services; clinical personnel in the School of Medicine, the School of Nursing and the School of Pharmacy; employees in the School of Medicine Greenville; faculty on approved sabbatical; and employees in the cabinet who voluntarily agreed to a 10% reduction in pay.
- The number of furlough days will be as follows:

Category	Number of days Furlough
Tier 1 \$200K or above	20
Tier 2 \$118K<\$200,000	10
9-month Faculty \$118,000 and above	10

Scheduling of Furlough:

- All furlough days must be taken within fiscal year 2020-2021.
- One-half of the furlough days must be taken prior to December 20, 2020 before the holiday break.

- Faculty and staff will not be allowed to perform work for the university during their furlough period.
- Mandatory furloughs must be taken in increments of five (5) full working days in the same work week. Employees may not take furlough days during any week which includes a university holiday.
- For 9-month faculty, the ideal time to take the furlough will likely be the week of December 14. For faculty who are teaching, all grades must be submitted within 72 hours after a final exam. Late submission of grades impacts student progression and financial aid. This should be considered when planning furlough days. For the spring semester, the week of spring break is encouraged.
- Employees subject to the mandatory furlough must complete the mandatory furlough before they are eligible for the voluntary furlough.
- Furlough days must be recorded in iTAMS utilizing the code “FURLOUGH-M – Furlough Mandatory”

Salary Payments:

- An employee’s reduction in pay equivalent to the number of mandatory furlough days required will be allocated over the balance of the fiscal year for payroll purposes regardless of the pay period within which the furlough occurs. For 9-month faculty, the reduction will be allocated over the 9 months.
- The reduction in pay will apply to base pay and non-base pay salary adjustments such as administrative salary adjustments or special assignment pay.
- The furlough applies only to the primary job. It does not impact salary payments relating to internal dual employment.

Continuation of Benefits:

- During the furlough period, employees are entitled to participate in the same state benefits as otherwise available to them with the exception of receiving their salary.
- For benefits which require employer and employee contributions, the university will be responsible for making both employer and employee contributions if coverage would otherwise be interrupted.
- For benefits which require only employee contributions, the employee remains solely responsible for making those contributions.
- An employee will continue to accrue annual and sick leave, if eligible, as if the employee were in pay status.
- An employee’s state hire date, continuous service date, and performance review date will not be adjusted due to the furlough.
- An employee may be eligible for weekly unemployment compensation if during a particular week the employee earns less than their maximum weekly unemployment benefit amount.