



Savannah State University

Furlough Schedule

Under the University System of Georgia's mandatory Furlough Program, SSU will be required to take six days of leave without pay during FY2010 (July, 2009 – June, 2010)

October, 2009	-	October 9, 2009 (Fall Break, University Closed)
November, 2009	-	November 25, 2009 (Wed. preceding Thanksgiving Holiday, University Closed)
December, 2009	-	December 23, 2009 (Wed. preceding Winter Break, University Closed)
January, 2010	-	January 4, 2010 (Mon. following New Year Holiday, University Closed)
March, 2010	-	March 15, 2010 (Mon. Spring Break, University Closed)
April, 2010	-	April 2, 2010 (Friday, University Closed)

FOR DAYS ON WHICH THE UNIVERSITY IS CLOSED, BENEFIT ELIGIBLE EMPLOYEES WHO ARE NOT SUBJECT TO THE FURLOUGH BECAUSE FURLOUGHS WILL REDUCE THEIR SALARY TO \$23,660 OR LESS, MAY ELECT TO:

- TAKE ANNUAL LEAVE, [OR]
- WORK 4 – 10 HOURS DAYS DURING THE WEEK IN WHICH THE FURLOUGH IS SCHEDULED [OR]
- MAY TAKE THE DAY OFF WITHOUT PAY.

PART TIME AND OTHER NON-BENEFIT ELIGIBLE EMPLOYEES WILL NOT BE PAID ON DAYS DURING WHICH THE UNIVERSITY IS CLOSED.

IF YOU ARE REQUIRED TO WORK ON THE SCHEDULED FURLOUGH DAY, THE UNIT SUPERVISOR **MUST** SUBMIT A REQUEST FOR APPROVAL OF AN ALTERNATE DATE. THIS REQUEST MUST BE SUBMITTED ON A FURLOUGH EXCEPTION FORM WHICH MAY BE ACCESSED AT

http://www.savannahstate.edu/human_resources/furloughs.htm

REMEMBER: THE E-TIME ADMINISTRATOR WILL HANDLE THE ENTRY OF ALL FURLOUGH TIME.

REFER ANY QUESTIONS REGARDING THIS PROCESS TO THE OFFICE OF HUMAN RESOURCES AT 356-2180.