

**Furlough/Unpaid Time – Applicable to all Full Time Employees 07/01/2020 – 12/31-2021**

- Employees shall take 80 hours of unpaid time off between 07/01/20 – 12/31/21. Said unpaid time off shall be submitted through the mipay system, and shall be approved at the department director’s discretion, based on operational needs. Employees may forgo up to 80 hours of vacation time in lieu of taking 80 hours off unpaid. Up to 40 hours of comp time (if eligible for comp time) earned after 07/01/20 may be used in place of 40 of these vacation hours, if so desired by the employee.
- If the City implements an employee layoff between the dates of 01/01/21 – 12/31/21, and some or all of the 80 hours of agreed upon unpaid time for said employee has not yet been taken, the city shall forgive half of said time (ex: John is laid off on 02/01/21 and has only used 40 hours of the unpaid time. 20 hours shall be deducted from the final pay cycle and 20 hours of the unpaid time shall be forgiven).
- How furlough pay codes can be entered and used in the MiPay system. See below.

Please keep on mind that to get these new codes to show up on your individual timesheet, you may need to go to “Set Standard Entries” and add in the new codes to your timesheet template:



