

**DePauw University**  
**Voluntary Furlough Request Form**  
**FY 2009/2010**

**Employee Name** \_\_\_\_\_  
(printed)

**Department** \_\_\_\_\_

Up to five (5) unpaid furlough days can be taken during the 2009/10 fiscal year, ending June 30, 2010 (June 12, 2010 for hourly employees). Furlough days must be pre-approved by the employee's immediate supervisor and their divisions Vice President. Days taken do not need to be taken consecutively; however, they must be taken in full day increments. No work can be performed for the University by the employee during a furlough day.

Benefit-eligible employees will accrue vacation and sick time as normal, but any applicable 403(b) deductions and/or employer contributions will not be made during the unpaid furlough days taken.

An employee may opt out of the planned furlough days by giving written notice to their supervisor and to the Office of Human Resources no fewer than two weeks before the planned furlough days.

<b>Furlough Date(s) Requested</b>
1)
2)
3)
4)
5)

By signing below, the employee acknowledges that he/she understands that participation in this furlough program is completely voluntary and that they are not required to participate.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Return completed form to the Office of Human Resources***