DePauw University
Voluntary Furlough Request Form
CY 2016

Employee Name _____
(printed)

Department _____

Up to ten (10) unpaid furlough days can be taken during the 2016 calendar year, ending December 31, 2016. Furlough days must be pre-approved by the employee's immediate supervisor and their division's 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. **Requests for more than ten (10) unpaid days must be pre-approved through the Office of Human Resources.**

Benefit-eligible employees will accrue vacation and sick time as normal, but any applicable 403 (b) deductions and/or employee 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.

Furlough Date(s) Requested
1)
2)
3)
4)
5)
6)
7)
8)
9)
10)

By signing below, the employee acknowledges that s/he 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