All UMCES employees receiving any portion of their pay from State General Funds will be required to take furlough days. The Governor has issued an executive order mandating furlough days for state employees, and the University System of Maryland Board of Regents have approved a compatible furlough policy for System institutions in order to reduce expenditures to meet reductions in State General Funds.

The UMCES furlough plan meets the required General Fund reduction while seeking to:
(1) facilitate the continued and smooth operation of our research and education mission;
(2) moderate the impact on employees with salaries in the lower and middle ranges by a progressive allocation of furlough days; (3) avoid unnecessarily impacting employees predominantly paid from non-state funds, who have inherently less job security and important work to do; (4) spread the financial impact on employees over a number of pay periods; and (5) allow employees and their supervisors flexibility within those pay periods in scheduling furlough days.

Policy:

All UMCES employees paid at least 50% of their annual FTE salary from State General Funds will be subject to furlough days based on the following schedule:

<table>
<thead>
<tr>
<th>Full FTE Salary Range</th>
<th>Furlough Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than $50,000</td>
<td>2 Days</td>
</tr>
<tr>
<td>$50,000, but less than $70,000</td>
<td>5 Days</td>
</tr>
<tr>
<td>$70,000, but less than $90,000</td>
<td>7 Days</td>
</tr>
<tr>
<td>$90,000, but less than $130,000</td>
<td>8 Days</td>
</tr>
<tr>
<td>$130,000 and above</td>
<td>10 Days</td>
</tr>
</tbody>
</table>

Furlough days for all UMCES employees earning less than 50% of their annual FTE salary from State General Funds will be determined by using the same schedule and multiplying the total annual percentage of state funding by the total furlough days and rounding to a full day.

For example, an employee paid $100,000 per year and receiving 49% state support will be required to take 4 furlough days.

($100,000 = 8 furlough days X 49% state funding = 3.9 days, rounded to 4 days)

Closings:

UMCES will not have any institution wide closings to accommodate furloughs.

Excluded Employees:

All Graduate Assistants, employees earning 100% of their FTE salary from grants, C1 employees, hourly employees and employees on H1B visas are exempt from the furlough day policy.

Implementation:

UMCES STAFF
Employees will take a temporary salary reduction for allotted furlough days spread over 25 pay periods for FY 2011 (beginning with pay period 2 and running through pay period
26). Each pay period will have an equal reduction in gross pay to satisfy the overall reduction required from each individual.

Staff will record administrative leave days on time sheets equal to the number of furlough days assigned, based on salary.

Furlough days (Administrative Leave days) may be taken in half or full day increments, with no maximum to the number of days taken in a single pay period.

**UMCES FACULTY**
Faculty will take actual furlough days based upon the progressive schedule specified above.

Furlough days may be taken in half day increments, but no more than 8 furlough hours may be taken in any one pay period.

Salary is to be deducted only from the state portion of salary and Labs/Units will be responsible for creating manual pay adjustments on the day(s) furlough is used.

All faculty are to record furlough days on the furlough schedule form and have the days deducted in the pay period in which they are taken.

Faculty who are partially paid from grants are expected to maintain effort equivalent to their salary proportions. In general, this means that on furlough days, they are expected to meet research obligations. If they choose not to, they must take personal leave, annual leave or leave without pay.