



**City of Eugene
Employee Resource Center
Voluntary Furlough Policy**

Purpose: The goal of the Voluntary Furlough policy is to provide employees with flexibility during emergency circumstances and to help reduce payroll costs during budget shortfall years while maintaining City services and avoiding layoffs. Department management is encouraged to promote the Voluntary Furlough program to help reduce overall expenditures. However, department management will determine employee eligibility based on business needs. This policy will be re-evaluated as necessary and may be terminated at any time.

Scope: (employees impacted) All regular employees, including employees still in their probationary period are eligible to participate in the program. Temporary employees are not eligible.

Policy Statement: The Voluntary Furlough policy encourages employees to help reduce payroll costs by requesting unpaid time off. Eligible employees are provided the opportunity to request unpaid time off while maintaining seniority and benefits (some restrictions may apply).

Employees can request voluntary furlough up to a maximum of 240 hours, prorated for standard work hours (approximately 30 days) during a fiscal year of July 1 to June 30. An employee cannot reduce their regular work schedule on an ongoing basis below 20 hours per week. All Voluntary Furlough Requests, including agreement on schedules, are subject to the approval of supervisors. Employee requests may be denied for reasons due to business needs of the department or if the request would result in overtime for the employee or other staff.

An employee must maintain a minimum number of accrued leave that is equal or greater to the number of leave hours they are taking in any given pay period.

The Voluntary Furlough program becomes effective when the City Manager determines that cost saving measures need to be taken during periods of budget shortfall. The program can be terminated at any time by the City Manager.

Policy Procedure: An employee can sign up for Voluntary Furlough by completing the following steps:

- Complete and sign the Voluntary Furlough Request form
- Give the completed form to the supervisor for approval
- Request an Absence through PeopleSoft or Use Time Reporting Code VFH on the time sheet (for Kronos users) to show voluntary furlough unpaid time

Note: Supervisor must submit the approved Voluntary Furlough Request form to the Employee Resource Center before the employee's Voluntary Furlough hours will be able to be used.

Related Links:

[Voluntary Furlough FAQs](#)

[Voluntary Furlough – Enroll & Cancel](#)