

**RAMAPO COLLEGE OF NEW JERSEY
DEPARTMENT OF HUMAN RESOURCES
Request For A Voluntary Furlough/Furlough Extension**

The purpose of the Voluntary Furlough Program is to reduce salary costs and thereby lessen the need for reductions in the workforce by allowing employees to take time off from work without pay in a calendar year without adversely affecting certain benefits. Voluntary furlough may be taken so long as there is no increase in overtime costs or the need to backfill a position and a loss of anticipated revenue does not occur. Voluntary furlough may be used for any purpose except for sick leave, leave without pay due to disability, or to seek or engage in alternative employment. Additional details are available on the New Jersey Division of Pension and Benefits web page, <http://www.state.nj.us/treasury/pensions/epbam/exhibits/factsheets/fact60.pdf> or in the Benefits Section of the Department of Human Resources, extension 7230 or 7502.

Name _____ Title _____ Division _____

Furlough Dates Requested _____

Total number of requested days _____ (maximum of 30)

Reason for requesting furlough (ex: family care needs, to extend a vacation, to stretch a holiday, to pursue educational opportunities, etc.)

Furlough Extension Days Requested (Must be in blocks of ten days which need not be consecutive-maximum of 60)

Reason for requesting furlough extension (ex: Education or Family Care needs only)

Supervisor Signature Date _____ Recommended _____
Disapproved _____

Unit Head Signature Date _____ Recommended _____
Disapproved _____

Reason if Disapproved _____

Division Head Signature Date _____ Recommended _____
Disapproved _____

Reason if Disapproved _____

Routing: Return approved or disapproved form to Human Resources