

Voluntary Furlough Guidelines

Purpose of Voluntary Furlough	To continue to look for ways to save money and cut costs by allowing employees to take up to 30 days off from work without pay in a calendar year. Voluntary furlough may be taken for family care needs, to extend a vacation, stretch a holiday, or for education purposes * Subject to required approvals
Type of Furlough	Intermittent days, Consecutive Days, Shorter hours
Voluntary Furlough Exclusions	Voluntary Furlough is not to be used for personal illness or alternate employment Voluntary Furlough can not be taken in a pay period when overtime or comp time is scheduled.
Impact to Working Test Period (Classified Staff)	Working test period extended by the number of furlough days taken
Impact to Anniversary Date	None
Impact on Seniority (Classified Staff only)	None
Impact on Employment Lists (Classified Staff)	You will be notified of available positions
Impact on Accrued Leave Balances	None
Impact on Health Benefits	No impact to health benefits, normal payroll deductions will continue in the case of intermittent days or must be paid in advance when 10 consecutive days are taken in a pay period
Impact on Holiday Pay	No impact to holiday pay if you are in pay status at least one day in the biweekly pay period in which the holiday falls.
Impact on PERS Pension	If you take voluntary furlough in intermittent days and are issued a paycheck with sufficient salary to cover your normal pension deduction there will be no impact to pension service credit. If you take voluntary furlough in a continuous block of time and no paycheck is issued, you will not receive pension credit for that pay period but may purchase it back.

Impact on PERS Loans	<p>For existing loans, if intermittent furlough is taken and sufficient salary is earned each pay period, loan repayments will continue.</p> <p>If continuous furlough is taken and you receive no pay, the loan will be recertified and period of time over which the loan is repaid will be extended.</p>
Impact on PERS Arrears Payments	No change in repayment schedule if sufficient salary is earned to cover arrears payment. For continuous furlough with insufficient pay arrears payments will be suspended until you return to pay status
Impact on ABP pension	<p>If you earn more than 50 percent of your regular base biweekly salary, the full 5% employee deduction and 8% employer share will continue as if you receive full base salary</p> <p>If you earn less than 50 percent of your base biweekly salary, no employee or employer deductions are taken and no service credit is earned for that period. There are no provisions to purchase service credit in ABP.</p>
Impact on Voluntary Supplemental Savings Plans	Salary deduction will be reduced based on reduced wages. If you are deferring annual limit it is your responsibility to recalculate salary deduction to ensure you are reaching desired annual limit.
Impact on Life Insurance	No impact for intermittent or consecutive days with a maximum of 30

Please see additional information summarized on Fact Sheet 60

<http://www.state.nj.us/treasury/pensions/epbam/exhibits/factsheets/fact60.pdf>

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