

**RAMAPO COLLEGE OF NEW JERSEY
PEOPLE OPERATIONS AND EMPLOYEE RESOURCES DEPARTMENT**

REQUEST FOR A VOLUNTARY FURLOUGH

NAME _____

TITLE _____

CORE _____

FURLOUGH DATES REQUESTED _____

Total number of requested days _____

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

I understand by signing in the space below that I have read and understand the Administrative Code – N.J.A.C. 4A:6-1.23 – [link](#).

Employee Signature Date

Supervisor's Signature Date

Recommended _____

Disapproved _____

Reason if disapproved _____

Core Head Signature Date

Recommended _____

Disapproved _____

Reason if disapproved _____

People Operations & Employee Resources Signature Date

Recommended _____

Disapproved _____

Reason if disapproved _____
