



Plan for Temporary Salary Reductions & Granting of "Administrative Furlough" Leave Days

Annual Earnings	# Days that the Salary is Reduced	% Reduction	AdminFur Leave Days Granted	Close Campus for Holiday Break Monday 12/21/09, Tuesday, 12/22/09, & Wednesday 12/23/09	Close Campus for Spring Break Monday 3/15/10 through Friday 3/19/10	Pay Deducted How/When	
< \$50,000	3	1.2%	3	12/21/2009 AdminFur Lv 12/22/2009 AdminFur Lv 12/23/2009 AdminFur Lv	Employee uses Annual, Personal, and/or Holiday Lv for 4 days (Mon- Thur) during Spring Break closing	Friday, 3/19/2010 Holiday Lv (President's Day)	Three days pay deducted over 15 pay periods
\$50,000 < \$70,000	4	1.5%	4	12/21/2009 AdminFur Lv 12/22/2009 AdminFur Lv 12/23/2009 AdminFur Lv	One Day AdminFur Lv during Spring Break Employee uses Annual, Personal, and/or Holiday Lv for the other 3 days during Spring Break closing	Friday, 3/19/2010 Holiday Lv (President's Day)	Four days pay deducted over 15 pay periods
\$70,000 < \$90,000	6	2.3%	6	12/21/2009 AdminFur Lv 12/22/2009 AdminFur Lv 12/23/2009 AdminFur Lv	Three Days AdminFur Lv during Spring Break Employee uses Annual, Personal, and/or Holiday Lv for the other day during Spring Break closing	Friday, 3/19/2010 Holiday Lv (President's Day)	Six days pay deducted over 15 pay periods
\$90,000 < \$100,000	7	2.7%	7	12/21/2009 AdminFur Lv 12/22/2009 AdminFur Lv 12/23/2009 AdminFur Lv	Four Days AdminFur Lv during Spring Break	Friday, 3/19/2010 Holiday Lv (President's Day)	Seven days pay deducted over 15 pay periods
\$100,000 < \$120,000	8	3.1%	8	12/21/2009 AdminFur Lv 12/22/2009 AdminFur Lv 12/23/2009 AdminFur Lv	Four Days AdminFur Lv during Spring Break Employee takes additional AdminFur day before 6/15/10	Friday, 3/19/2010 Holiday Lv (President's Day)	Eight days pay deducted over 15 pay periods
=> \$120,000	10	3.9%	10	12/21/2009 AdminFur Lv 12/22/2009 AdminFur Lv 12/23/2009 AdminFur Lv	Four Days AdminFur Lv during Spring Break Employee takes additional three days AdminFur before 6/15/10	Friday, 3/19/2010 Holiday Lv (President's Day)	Ten days pay deducted over 15 pay periods

INCLUDES:

- All Regular Employees - Faculty and Staff (Exempt and Non-Exempt)
- All Contingent II employees
- PTNTT over \$20K per semester

OVERVIEW

Minimal disruption or interruptions to campus operations or academic calendar
 Additional savings from closing of campus (utilities, C1 employment, etc.)
 Employees MAY use excess balance of Annual, Personal or Holiday Leave during the Holiday Break, and reserve AdminFur Leave for Spring Break
 Some essential personnel will be required to report
 Certain Grant employees are excluded