

To: _____ EmplID: _____ Date: _____

From: _____

Re: Mandatory Furlough Notice

Due to a lack of funding, you are being placed on a temporary mandatory furlough. A mandatory furlough is necessary when funding for a benefited employee is not enough to support full-time hours during any workweek.. Based on our discussion regarding available funding, you are hereby notified that your hours will be reduced according to the schedule below.

While in furlough status, you remain an employee of UND and you:

- Are eligible to remain on benefits, regardless of the number of hours worked
- Will be compensated for all hours worked or leave taken
- Will accrue leave based on the number of paid hours
- May not volunteer to work at this employing department, either with or without compensation
- Will automatically return to your normal work schedule at the end of the mandatory furlough period listed below, unless you are unable to return to work due to a non-job-related medical condition, failure to return, to work after the furlough period, may be considered a resignation or cause for dismissal.

	Week 1	Week 2	Week 3
First Day of Workweek			
Last Day of Workweek			
Funded hours to be Worked*			
Paid Leave to be Taken			
Furloughed Hours (Unpaid)			
Total Hours (Must match Standard Hours in Job Data)			

*If any hours are actually worked during a work week for an exempt employee, compensation must be at least \$455.00 per week. If there are no hours worked in a work week, compensation may be zero for the week.

Please sign below acknowledging that you have received this notice at least two weeks prior to the start of the mandatory furlough and that you have read and understand this form.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

This form must be signed by employee and supervisor, no later than two weeks prior to the start of the furlough period. Submit this signed form to Human Resources, prior to the start of the Mandatory Furlough period.