



# UNIVERSITY OF CENTRAL OKLAHOMA

**Policy ID:** ADM-LEG-32

---

**Title:** Furlough

**Description:** During times of economic hardship, the University also experiences budgetary shortfalls. In an effort to proactively address these financial emergencies, the University shall take appropriate steps to minimize costs, including requiring University person

**Category:** Legal Services

**Applies to:** staff, faculty, student

**Contact:** Don Betz, President

---

**Purpose:** To provide relief and short-term reduction of University personnel costs during financial emergency due to University budgetary shortfalls.

---

- Policy Statement:**
- I. If there is a shortfall in the University's budget, or other financial emergency requiring short-term reduction of costs, the President may require employees to take unpaid furlough days. This policy is applicable to all University employees whether faculty, staff, or student worker.
  - II. The President shall identify employees to be furloughed and the number of furlough days required to be taken. The President may require employees to take unpaid furlough days on specified dates when it is possible to curtail University operations. Otherwise, unpaid furlough days will be determined based upon departmental necessity.
    - A. The total number of furlough days to be taken may be graduated based on compensation levels.
    - B. Individual employees or University departments may be exempted from furlough based on the following factors:
      1. Funding source of employee's salary;
      2. University necessity; or
      3. Other reasons determined by the President to be in the best interests of the University.
  - III. The President or his designee(s) reserve the right to recall employees off work on furlough days due to University necessity.
  - IV. On a designated furlough day, employees are prohibited from performing any services for the University.
  - V. The President is granted the authority to issue administrative guidelines for interpretation and application of this policy.
- 

**Glossary of Terms:** President: The President or his designee.

---

**Legal**

**Citation:**

**Campus**

**Links:**

**FAQs:**

**Formerly  
known as:**

---

**Approved on:** 09/17/2012

**Effective  
date:** 09/17/2012

**Keyword(s):** furlough, reduction, recall, budgetary shortfalls, necessity

**Last review  
date:**

**Date posted:** 09/17/2012

**Modified By:**

**Date** 09/17/2012

**Modified:**