



William Paterson University Voluntary Furlough Program Guidelines

The Voluntary Furlough program provides eligible full time employees with the opportunity to take unpaid leave time while maintaining seniority and benefits. (Some restrictions may apply)

- Employees may request unlimited furlough through June 30, 2010. Furlough may not be used for sick leave, leave without pay due to disability or to seek or engage in alternate employment.
- The employee retains benefits as if in pay status. Accrued leave time, anniversary dates and seniority will remain as if the employee were in pay status. The employee retains their health benefits providing that the employee share of the premiums is paid at least 10 days prior to the commencement of the furlough. (Please refer to the Frequently Asked Questions for possible exceptions on earning of pension service credit.)
- Requests may be submitted for shorter work days, intermittent days off, or single or consecutive days off.
- Exclusions may apply for employees in grant-funded positions or for reasons of institutional or programmatic need.

Applicants must submit a “Voluntary Furlough Request” at least twenty (20) days prior to the start of the furlough. Requests must be approved by the supervisor/manager/dean and forwarded to the Division Vice President. The completed and signed form should then be forwarded to the Office of Payroll & Benefits for final review.

If you have any questions about the Voluntary Furlough Program, please call Debbie Zayas in the Office of Payroll & Benefits at extension 2884.