

### Instructions for Completing the Self-Directed Furlough Request Form

1. Employees must complete a Self-Directed Furlough Request Form to request a single day, or multiple days, of unpaid furlough at one time.
2. This form will be used for self-directed furlough days only. The request form does not have to be completed for November 27, 2009 (day after Thanksgiving) or February 12, 2010 (Lincoln's Birthday - applies to CWA & IFPTE employees only).
3. Once the requested dates have been entered onto the Form, the employee must sign and date the Form in the spaces provided for that purpose.
4. The Form should be forwarded to the supervisor for approval or denial. The supervisor must sign and date the Form in the spaces provided as well.
5. The supervisor will provide a copy of the Form to the employee, indicating whether or not the requested furlough was approved.
6. The original signed copy of the Request Form should be retained in file by the supervisor for future reference.



**SELF-DIRECTED FURLOUGH REQUEST FORM**

I, \_\_\_\_\_ am requesting to use an unpaid self-directed furlough day on the following date or dates:

\_\_\_\_\_

I understand that my request for an unpaid self-directed furlough day or days will be reviewed in accordance with the Memorandum of Agreement between the State and the union that represents me or the State procedures that apply to me as a non-represented employee.

I understand that I am not required to take more than one self-directed furlough day in any workweek, or even in any two week pay period.

I understand that if my request would result in more than one self-directed furlough day in the same workweek, that it is my choice, and that I am asking my employer to accommodate my request.

I further confirm that my employer is not suggesting or requiring that I take more than one self-directed furlough day in any workweek.

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

DATE: \_\_\_\_\_

Approved

Not Approved

\_\_\_\_\_  
SUPERVISOR'S SIGNATURE

DATE: \_\_\_\_\_