

SUBJECT: Layoff avoidance: furloughs

DATE ADOPTED BY ADVISORY GROUP: November 23, 2009

COMMISSION ACTION: _____

DATE: _____

RECOMMENDATION: Each agency head should consider furloughs for employees as a cost-saving measure to help delay or eliminate the possibility of layoffs. Agency heads should give due consideration to the timing of such furloughs, seeking opportunities to maximize the savings while avoiding significant adverse effects on the delivery of services. For example, a regular work day immediately following or preceding a holiday seems a promising choice as many state employees take leave on those days, and many agencies experience reduced demand for services.

Summary Description/Nature of Change	Key/Implementation Responsibilities	Need	Action Needed	Benefit/Saving	Done/ Study
<p>Employee furloughs should be considered as a cost-saving measure to help delay or eliminate the possibility of layoffs. Agency heads should give due consideration to the timing of such furloughs, seeking opportunities to maximize the savings while avoiding significant adverse effects on the delivery of services.</p>	<p>Agency heads</p>	<p>To reduce the cost of service delivery without eliminating or significantly reducing programs or services.</p>	<p>Agency implementation</p>	<p>Employer savings for each day of furlough is a day's wages for the employees furloughed; benefit to employee of a day off of work. Estimated savings of about \$15 million for each day all executive branch agencies are closed based on salary of about \$4.3 billion in executive branch for about 98,000 employees.</p>	

ADVISORY GROUP ON Civil Service and Employee Benefits

PROPOSAL #: AGCS #47

SUBJECT: Layoff avoidance: furloughs

DATE ADOPTED BY ADVISORY GROUP: November 23, 2009

COMMISSION ACTION: _____ **DATE:** _____

RECOMMENDATION: Each agency head should consider furloughs for employees as a cost-saving measure to help delay or eliminate the possibility of layoffs. Agency heads should give due consideration to the timing of such furloughs, seeking opportunities to maximize the savings while avoiding significant adverse effects on the delivery of services. For example, a regular work day immediately following or preceding a holiday seems a promising choice as many state employees take leave on those days, and many agencies experience reduced demand for services.