JUDICIARY FURLOUGH, TEMPORARY SALARY REDUCTION and REDUCTION IN GRANT/SUBSIDY PLAN

A FACT SHEET FOR ADMINISTRATIVE OFFICIALS, MANAGERS AND SUPERVISORS

PURPOSE

This fact sheet is provided to Administrative Officials, managers and supervisors in order to ensure compliance with the *Furlough and Temporary Salary Reduction and Reduction in Grant/Subsidy Plan.*

GENERAL INFORMATION

FURLOUGHS

- Employees are responsible for identifying their prescribed furlough days/hours.
- This time must be pre-scheduled and pre-approved by the immediate supervisor.
- All prescribed furlough hours must be used between January 14, 2009 and June 30, 2009.
- Employees who are hired during the furlough period shall be required to participate in the furlough plan, if applicable.
- The number of hours that the employee may be furloughed is determined by the employee's salary as of January 14, 2009 and will be pro-rated based on the start date.
- In that furlough time is considered work time for the purposes of calculating eligibility for overtime, overtime should not be permitted within the week in which furlough time is taken.
- Supervisors may require an employee to select an appropriate number of furlough hours if the employee has not submitted a request for use of furlough time off on before *June 1, 2009.*
- Law clerks are required to participate in the furlough plan. Timekeepers should notify payroll via email on the Wednesday immediately following the last day of the pay period when a furlough day has been taken.

Timesheets

a. All employees, including regular, contractual and temporary, shall use Code 88 to indicate each furlough day/hours taken.
b. Furlough time must be taken in no less than 4 hour increments.
c. No more than 8 furlough hours may be taken within a pay week (2 days per period).
d. Furlough time used will not have any impact on leave accrual rates.

Tracking Spreadsheet

The Judiciary Human Resources Department will disseminate a spreadsheet to all timekeepers that can be used to assist in tracking and monitoring compliance with the furlough requirement. This will be sent as soon as the January 14, 2009 salaries have been calculated. The spreadsheet will contain the names of the employees within each jurisdiction/division/office, as well as the number of furlough hours required of each employee.

A copy of the spreadsheet must be submitted along with the bi-weekly timesheet to the Judiciary Human Resources Payroll Department.

TEMPORARY SALARY REDUCTION

The temporary salary reduction:

- Will affect **ALL** employees and will be taken over ten pay periods beginning with the pay period beginning February 11, 2009.
- Requires no action on the part of the timekeeper or of employees.
- Is separate from the furlough days that an employee may be required to take relative to their annual salary.

FOR MORE INFORMATION

- Contact: Marti Robinson, Supervisor, Judiciary Human Resources Department, Payroll and Leave Accounting Unit, (410) 260-1286,

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- Website: http://mdcourts.gov/furloughs/index.html