

## COVID-19 Related Furlough

### **Temporary Furlough: Employee Off-Contract; Benefits Eligible**

A temporary COVID-19 related furlough of “off-contract with benefits” means that you do not perform any work and are in an unpaid status for a specified period of time as directed by your supervisor. The furlough remains in effect until revoked by your supervisor.

During this temporary COVID-19 related off-contract furlough:

- You will not be paid starting on the effective date until the furlough is revoked.
- Through the end of the fiscal year (June 30), your university provided health and other basic benefits will not be affected. Supplemental life and accidental death and dismemberment can be continued on a self-pay basis.
- You will not be able to claim any leave during the off-contract furlough time (i.e. annual, sick, holiday, personal holiday, emergency sick leave, family medical leave, emergency family and medical leave expansion, administrative leave, etc.).
- You do not submit a timesheet during the furlough.

### **How does a temporary furlough affect my PERS service credit?**

PERS service credit is affected if an employee has more than ten days of leave without pay during a payroll year. Since an off-contract furlough is a type of leave without pay, an employee’s PERS service credit will be reduced. Please contact [ua-benefits@alaska.edu](mailto:ua-benefits@alaska.edu) for more information.

### **How does a temporary furlough affect my PERS retirement contributions and benefit?**

Contributions to retirement are based on the amount paid in applicable wages. If you are in the PERS Defined Contribution plan (Tier IV), a furlough will reduce the amount paid into your account. For a PERS Tier I, II or III member, the salary reduction will not affect your retirement benefit unless you are in one of your high three or five salary years. Please contact [ua-benefits@alaska.edu](mailto:ua-benefits@alaska.edu) for more information.

### **How does a temporary furlough affect my ORP retirement?**

Contributions to retirement are based on the amount paid in applicable wages. A furlough will reduce the amount paid into employees’ ORP accounts but does not affect vesting in the plan.

### **How does a temporary furlough affect my leave accrual?**

Employees accrue annual and sick leave based on hours in paid status in each pay period. During the off-contract furlough period, there will be no leave accrual. Annual leave remains subject to a maximum accrual of 240 hours.

Furloughed employees will not receive payment for a holiday if it falls during the scheduled off-contract furlough period.

### **How does a temporary furlough affect my health coverage and other benefit deductions?**

Through the end of the fiscal year (June 30), an employee will remain covered by the University health plan, basic life and long-term disability insurance during the off-contract furlough period. Employees may choose to pay out of pocket for other benefits, including supplemental life insurance, accidental death and dismemberment during the off-contract furlough period.

If the off-contract furlough extends past July 1, the employee's deduction schedule will be adjusted so that the employee will pay for their benefits over 19 pay periods. This will result in a higher bi-weekly deduction, but the total amount the employee pays over the fiscal year remains the same.

### **Can I do any work or take leave during the temporary off-contract furlough?**

No. Employees may not work or take leave during the off-contract furlough period, and supervisors may not have any work-related communications with furloughed employees while the employee is furloughed.