



Administrative Policy Manual

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**APM 2-09: Furlough Leave/Days**

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**Purpose & Applicability**

To provide a policy by which all employees, *except as otherwise prohibited by collective-bargaining-agreement(s) or other contractual obligations*, shall take a designated amount of furlough leave/days.

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**Definition(s)**

Furlough Leave/Day – is a leave of absence without pay due to budgetary reasons. For purposes of this APM, “furlough leave” and “furlough day(s)” may be used inter-changeably and both shall mean “Furlough Leave/Day(s).”

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**Required Days**

Employees are required to use their furlough leave/day(s) within each fiscal year (October 1 through September 30). Employees will be notified by the City Manager/designee in writing, each fiscal year of the number of designated furlough day(s). Employees are required to take all furlough leave/day(s) no later than September 30 of each year. All furlough leave/day(s) must be taken in full-day increments. When scheduling a furlough leave/day, employees shall not be permitted to take more than five consecutive furlough days in any one week.

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**Healthcare Benefits**

Furlough leave/day(s) will not affect healthcare benefits. Employees will continue to receive the same healthcare benefits as otherwise available.

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**Vacation  
& Sick Time  
Accumulation**

Furlough leave/day(s) will not affect vacation and sick leave time accumulation.

**Pension**

Furlough leave/day(s) will not affect an employee's pension or deferred compensation plans.

**Holiday Pay**

Furlough leave/day(s) may affect holiday pay. Please refer to Section 40-108 of the City of Miami Code (i.e. Rule 15.5 of Civil Service Rules & Regulations).

**Seniority**

Furlough leave/day(s) shall not affect an employee's seniority.

**Director's  
Responsibility  
and Scheduling**

Furlough leave/day(s) must be requested at least 14 days in advance of the actual date the employee requests.

Employees must submit the "Non-Union Employee Request for Unpaid Furlough Leave/Day(s) Form" to the employee's respective supervisor. If approved by the supervisor, he/she must then submit the form to the department director who will review to ensure the department has appropriate minimum staffing. Approved original forms shall be provided to the department's payroll liaison for processing and copies forwarded to the Department of Employee Relations/Payroll Section. Department directors are required to ensure that their respective employees meet their furlough leave/day(s) requirement.

Policy Number: APM 2-09

Date: 11/24/09

Issued By:

**Manager Name**  
*City Manager*

**REVISIONS**

REVISED  
SECTION  
Created

DATE OF  
REVISION  
11/2009



## City of Miami

# Non-Union Employee Request for Unpaid Furlough Leave/Day(s) Form

Employee Name (Please Print):

Date:

Department:

Total Unpaid Furlough Leave/ Day(s) as Established by the City:

Unpaid Furlough Leave/Day(s) Previously Taken:

Request for Unpaid Furlough Leave/Day(s) :

Commencing \_\_\_\_ / \_\_\_\_ /20 \_\_, \_\_\_\_ AM/PM    Ending \_\_\_\_ / \_\_\_\_ /20 \_\_, \_\_\_\_ AM/PM

Total Remaining Unpaid Furlough Leave/ Day(s) To Be Taken:

Employee Signature:

Date:

Supervisor Print Name:

Supervisor Signature: :

Date:

Director Print Name:

Director Signature:

Date:

**Furlough leave/day(s) are unpaid. Unpaid furlough leave/day(s) shall not be carried over into the following fiscal year. Employees are responsible for ensuring that furlough leave/days are scheduled in a manner so that work/project deadlines are met. Upon completion and signature by all parties, please submit this form to your department's payroll liaison and forward a copy to the Department of Employee Relations/Payroll Section.**