



**WHATCOM COUNTY**  
**EXECUTIVE ORDER 2008-05**

**Voluntary Unpaid Furloughs**

**WHEREAS**, the County adopted a Voluntary Unpaid Furlough program (Executive Order 2002-01) to allow employees to voluntarily request unpaid furloughs as a means of reducing the County's labor costs while providing employees with a new leave option; and

**WHEREAS**, the County again faces shrinking revenues, rising costs, and the diminishment of its reserves causing an immediate need to impose restrictions on expenditures from the 2008 budget; and

**WHEREAS**, the County Executive wishes to expand the time frame and update criteria for the Voluntary Unpaid Leave Program;

**NOW, THEREFORE**, by virtue of the power vested in me by the Home Rule Charter for Whatcom County, I hereby order the rescission of Executive Order 2002-01 and the adoption of this Executive Order 2008-05; and

BE IT FURTHER ORDERED that the policy of Whatcom County pursuant to this executive order shall now be as outlined in the ATTACHED GUIDELINES FOR "VOLUNTARY UNPAID FURLOUGHS."

Dated this 14th day of October, 2008.

A handwritten signature in blue ink, appearing to read "Pete Kremen", is written over a horizontal line.

Pete Kremen, Whatcom County Executive

# VOLUNTARY UNPAID FURLOUGHS

As amended May 24, 2010

Effective immediately and until further notice, employees may voluntarily request consideration of an unpaid furlough.

Employees must request a voluntary unpaid furlough in writing from his or her Department Head. Generally, requests should be made 30 days in advance of the leave. The Department Head may approve furloughs of up to ten days per employee per calendar year. Department Heads will submit furlough requests greater than ten days per calendar year to the County Executive following Administrative Policy AD146000A, "Authorizing Special Personnel Policy Provisions or Exceptions."

## Voluntary Unpaid Furlough Guidelines:

- Requires advance notice.
- Employees **MUST** continue to meet benefit thresholds.
- No requirement for employees to exhaust paid leave balances.
- If FLSA-exempt, unpaid furloughs must be in calendar week increments, or unpaid furlough may be taken in smaller increments (no less than one hour) if hours for the week in which furlough is taken do not exceed normal work week hours and if time is reported on an FLSA non-exempt timesheet
- Requires written request by employee on a Leave Request form.
- Requires use of appropriate pay type (either 794 or 803).
- Requires agreement of applicable parties.
- Department Heads can approve furloughs up to ten days per employee per calendar year.
- County Executive or designee approval required for furloughs greater than ten days per calendar year.
- Employees must not be in a probationary period.
- Critical work priorities for the County must continue to be met.
- Furloughs must create NO additional labor costs, such as
  - ✓ Extra help hours
  - ✓ Overtime
  - ✓ Out-of-class pay
  - ✓ Unemployment benefits