

5.37 Furlough

Last Revised: October 2021

Policy: The Piedmont Community College (PCC) Board of Trustees designates the President to institute a furlough(s) in their sole discretion based on financial resources of the College.

Purpose/Definitions:

Purpose

The purpose of this policy is to describe the procedures surrounding a furlough decision.

Definitions

Furlough—the placing of an employee in a temporary non-duty, non-pay status due to lack of funds or work, or other non-disciplinary reasons.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority. The President and Vice President, Administrative Services/CFO has monitoring authority for this policy.

Procedure:

Section 1: General Provisions

- 1.1. If a major curtailment of, an elimination of, or a reorganization of any area of the College appears to be necessary and involves the furloughing of PCC employees the President will:
 - 1.1.1. gather all pertinent data to determine the appropriate course of action,
 - 1.1.2. declare the occurrence of a significant decline in financial resources, and
 - 1.1.3. notify the Board of Trustees of the action taken at the next Trustees’ meeting.
- 1.2. In the event of insufficient funds or the non-appropriation of funds, the President will have the sole discretion to furlough college employees.

- 1.2.1. A furlough may be implemented in lieu of, or in addition to, a declaration of financial exigency.
- 1.2.2. In the event that a furlough is necessary, the employee will be given a 30-day written notification that includes the expected date when the furlough will begin and the expected date when the employee will be separated from the College.
 - 1.2.2.1. The expected date of separation will not exceed the end date of the employee's employment contract.
- 1.3. Employees who are furloughed are entitled to participate in the State Health Plan.
 - 1.3.1. The College will pay the employer contribution.
 - 1.3.2. The College may also pay the employee contribution for the month following the furlough, with the provision that the employee repay the State for any contribution made on their behalf.
 - 1.3.3. The employee remains responsible for their share of the premium. For example, the employee remains responsible for their portion of the family plan.
 - 1.3.3.1. The Office of Human Resources and Organizational Development will assist the employee with the submission of payments.
- 1.4. An employee will continue to receive total State service while on furlough.
- 1.5. An employee will receive their longevity pay when the employee returns to full service or is separated.
- 1.6. An employee continues to accrue annual and sick leave during the furlough period to be credited to the employee's account upon return from the furlough.

Legal Citation: [N.C.G.S 115D-20\(2\)](#); [OSHR](#)

History: Effective February 2009; Revised October 2015, October 2021