

Nevada System of Higher Education



November 18, 2020

NOTICE: MANDATORY FURLOUGH FOR FISCAL YEAR 2021

Dear Member of the NSHE Community:

Nevada is experiencing emergency budget shortfalls due to statewide disruptions in commerce and revenue as a result of the COVID-19 global pandemic. To address this fiscal emergency, the Nevada State Legislature convened the 31st Special Session and passed Assembly Bill (AB) 3, which was signed into law by Governor Sisolak. Pursuant to AB 3, all full and part-time employees of the State, which includes faculty and employees of the Nevada System of Higher Education (NSHE), are required to take unpaid furlough leave that amounts to a 4.6 percent reduction in monthly compensation.

On November 13, 2020, the Board of Regents approved and adopted the “Furlough Policy for NSHE Faculty and Employees Due to COVID-19 Budget Shortfall for Fiscal Year 2021,” which was codified as Chapter 4, Section 20 of the NSHE Procedures and Guidelines Manual, and implements the mandates of AB 3.

You are hereby notified pursuant to Chapter 4, Section 20 of the NSHE Procedures and Guidelines Manual and Title 2, Chapter 5, Sections 5.4.4 and 5.4.12 of the NSHE Code, **EFFECTIVE DECEMBER 1, 2020**, your position will be required to take unpaid furlough leave from December 1, 2020, through June 30, 2021.

Due to NSHE pay cycles, the furlough leave periods have been adjusted and are reflected below:

Academic and Administrative Faculty

- Administrative faculty or academic faculty on a 12-month contract (Contract A), you will be required to take 48 hours of furlough leave, the equivalent of 6 days.
- Academic faculty on a 9-month contract (Contract B), you will be required to take 32 hours days of furlough leave, the equivalent of 6 days.. Leave **should** be taken on **non-teaching** days.
- You will see a corresponding reduction in monthly compensation of 4.6 percent from January 1, 2021 through June 1, 2021.
- Furlough leave shall be requested in Workday and shall appear in your Workday account on December 1, 2020, and use is subject to supervisor approval. All leave must be used by May 31, 2021, and unused leave has no monetary value. Deductions shall occur from your monthly compensation whether furlough leave is used for that month or not.

Part time Instructors

- Furlough leave cannot be requested through Workday, and must be requested and approved by your supervisor (chair).
- All leave must be used by May 31, 2021, and unused leave has no monetary value. Deductions shall occur from your monthly compensation whether furlough leave is used for that month or not.
- You will see a corresponding reduction in monthly compensation of 4.6 percent from January 1, 2021 through June 1, 2021.

Letter of Appointment (Salaried)

- Furlough leave cannot be requested through Workday, and must be requested and approved by your supervisor (chair).
- All leave must be used by May 31, 2021, and unused leave has no monetary value. Deductions shall occur from your monthly compensation whether furlough leave is used for that month or not.
- Your furlough leave and 4.6 percent compensation reduction will be prorated based on your full time equivalent hours (FTE).
- You will see a corresponding reduction in monthly compensation of 4.6 percent from January 1, 2021 through June 1, 2021.

Letter of Appointment Hourly and Temporary Hourly

- You will receive a reduction in hours from December 16, 2020 through June 15, 2021 which will be based on the average number of hours worked per day.
- Please discuss the reduction in hours with your supervisor.

The Nevada State Legislature intended to limit exemptions to the furlough leave requirement, and any exemption must be approved by the Board of Regents. Those positions that are determined to be exempt must still experience a 4.6 percent reduction in monthly compensation.

You have the right to request reconsideration to not be required to take furlough leave, if you believe your position has been wrongly included in this notice. Requests for reconsideration shall be limited to the issue of whether there is a reasonable basis to support the decision or a mistake of material fact was relied upon as it relates to the employee. No reconsideration will be granted challenging the Board of Regents' policy decision to authorize or implement furlough leave or due to a personal financial hardship. The process for reconsideration is set forth in Title 2, Chapter 5, Sections 5.4.4 and 5.4.12 of the NSHE Code, and a copy of the procedure is attached for your review.

If you would like to file a request for reconsideration, it must be submitted within 5 calendar days of receipt of this notice, and must be submitted to the following:

Ericka M. Smith, Ph.D.

Vice President and Chief Human Resources Officer

Office of Human Resources

702.895.3958

ericka.smith@unlv.edu

Virtual Informational Sessions

Human Resources will host virtual informational sessions based on employee category to help campus navigate furloughs.

All employees are invited to join a session(s) that is relevant to you. During these sessions (detailed and linked below), HR will present information on furlough guidelines and will be available to answer your questions. Please click on the link to join the session.

Friday, 11/20/20:

[9am \(PST\): Academic/administrative faculty](#)

[2pm \(PST\): Tips for managers and supervisors](#)

[4pm \(PST\): Letters of appointment \(salaried/hourly\), part-time instructors, temporary hourly](#)

Monday, 11/30/2020 (all sessions will be recorded, posted and available for viewing on the HR website within 48 hours)

[9am \(PST\): Academic/administrative faculty](#)

[2pm \(PST\): Tips for managers and supervisors](#)

[4pm \(PST\): Letters of appointment \(salaried/hourly\), part-time instructors, temporary hourly](#)

Furlough information will also be available on the [Human Resources Webpage](#).

Employees with questions after the sessions are encouraged to contact a member of their [HR Business Team](#).

We are all in this together.