

Voluntary Furlough Program

Name of Employee: _____

Department: _____

Requested Dates for Furlough:

Supervisors Decision: Request Approved Request Denied

If denied reason for

denial: _____

Supervisors Signature: _____ Date: _____

I understand that the City of Middletown is offering a voluntary furlough program that will allow employees the ability to take off no more than two (2) days per week to a maximum of thirty (30) days per calendar year without pay. All benefits will remain in force however the reduction in pay could affect my pension benefit should I anticipate retiring within the next three (3) years. Employees who currently receive overtime and anticipate participating in the voluntary furlough program must work at least forty hours in any given week before becoming entitled to overtime pay. Any employee interested in participating in the voluntary furlough program must notify that employee's immediate supervisor in writing of the employee's intent to participate in the program. The employee must request the furlough at least one month in advance of the requested days off. (For the first month of July this provision is waived). In the event that more than one employee has requested the same days off, the days off will be granted to the employee with the most seniority within that division and then rotated amongst the other employees that have requested a voluntary furlough. In the event that the immediate supervisor denies an employee's request for a voluntary furlough, the employee has the right to appeal that denial to the Personnel Director who shall have the final right to approve or deny the said request. Any employee who participates in the voluntary furlough program acknowledges that the employee will not be entitled to receive unemployment benefits for the days taken off because of the voluntary nature of the program.

I have read the above outline of the program and understand and accept the terms and conditions of the voluntary incentive program.

Employee Signature: _____ Date: _____

- Supervisors forward executed agreements to Personnel and Finance for file.