

Pacific Union College

One Angwin Avenue
Angwin, CA 94508

Human Resources

(707) 965-6231

(707) 965-6400 FAX

FURLOUGH REQUEST

Employee Name: _____

ID Number: _____

Employment Classification: Hourly Salaried

Employment Status: Full Time Part Time _____ %FTE

Department: _____

Dates Requested for Furlough Time: _____

Total Hours Requested (**Hourly Employees**): _____ hours

(Must be requested in a minimum of 4 hour blocks)

Total Days Requested (**Salaried Employees**): _____ days

(Must be requested in a minimum of full-day - 8 hour block)

Is this a revision to a previously submitted and approved request? Yes No

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Human Resources Approval: _____ Date: _____

Submission Procedure

1. Submit furlough request to your supervisor prior to requested furlough time off.
2. Arrange furlough to the mutual benefit of the employee and the department.
3. The employee's supervisor must approve revisions to scheduled time off after the submission of the request form or upon return from time off. A revised request must be submitted for approval.
4. The department supervisor must submit the request forms in a timely manner to the Payroll Office for hourly employees. Salaried employee request forms are to be sent in by the department supervisor each pay period to the Human Resources Office.