

University at Albany

2011-2013 Deficit Reduction Plan for PEF Employees

Frequently Asked Questions

What is the Deficit Reduction Plan (also known as the Furlough)?

As part of the new agreement **all** PEF fulltime employees will have their compensation reduced equivalent to a total of 9 days (72 hrs or 67.5 hrs) over the remainder of Fiscal Year 2011-12 and Fiscal Year 2012-13. Days will be pro-rated for **all** part-time employees, including hourly employees. You will receive Deficit Reduction Leave (DRL) accruals equivalent to the amount deducted.

Basically you will get 9 days to take off from now until March 31, 2013, pro-rated for part-timers. The reduction in pay for the days will be spread out over the entire period through March 2013.

How will the reduction in compensation happen?

All PEF employees will have their biweekly compensation, excluding overtime, reduced by 4.198% for each of the 10 remaining pay periods of FY 2011-2012 beginning with the pay period 10/27/11-11/9/11 (check of 11/23/11). Then the reduction will drop to 1.847% for all 26 checks of Fiscal Year 2012-13.

How will Deficit Reduction Leave (DRL) be credited?

As of 11/4/11, active fulltime employees will be initially credited with 9 days (72 hrs or 67.5 hrs) of Deficit Reduction Leave (DRL). Part-time and hourly employees will be credited with a pro-rated amount based on their payroll percentage (average hours will be used for hourly employees). DRL balances will be adjusted throughout the fiscal year based on the actual amount of reduction taken from compensation. **Any time off the payroll, below your normal payroll percentage, or at reduced pay will decrease the amount of DRL available.**

When can DRL time be used?

Employee can request DRL leave at any time with **prior supervisory approval** beginning 11/4/11. Employees should provide reasonable advance notice of their DRL request and departments may take operational need into account when approving such requests, similar to requests for vacation and personal leave. Seniority will be the determining factor for multiple requests for the same day. DRL may not be used to cover unscheduled absences such as tardiness or sick call-ins. DRL may be used in ¼ hr units. **All DRL leave must be taken by 3/31/13 or it will be forfeited.**

How will I record DRL on my timesheet/card?

Current timesheets/cards will be used for reporting DRL. On the time record, employees should make the notation "xx hrs DRL or furlough leave". Usage and balances will be maintained by Time Records, however supervisors and employees should be tracking as well. Timecard employees will have their DRL balance reported in the Notes section of their label. Timesheet employees can view their DRL balances through MyUAlbany after 11/23/11.

What if an employee separated before 11/9/11?

Supervisors should contact Human Resources immediately.

What if I plan to retire or my temporary appointment will end before the end of the program (3/31/13)?

DRL balances will be adjusted throughout the fiscal year based on the actual amount of reduction taken from compensation. If you are retiring or otherwise separating from service, contact Human Resources to get an estimate of the amount of DRL credits you must use prior to your separation date. Note: Employees who take more DRL time off than is ultimately taken from their compensation will have other accruals used to cover the overage. To the extent that other accruals will not cover the time the State will consider you overpaid by the difference amount. Overpayments will be deducted from any final checks (lump sums, deferred days).

What if I use all my DRL leave then unexpectedly go off the payroll or separate before the end of March 2013 so all the days are not taken from my paychecks?

Employees who take more DRL time off than is ultimately taken from their compensation will have other accruals used to cover the difference. To the extent that other accruals will not cover the time, the State will consider you overpaid by the difference amount. Overpayments will be deducted from any final checks (lump sums, deferred days).

What if I go on leave (ex. worker's comp., FMLA/sick, military) during the fiscal year?

DRL balances will be adjusted throughout the fiscal year based on the actual amount of reduction taken from compensation. Any time off the payroll or at reduced pay will decrease the amount of DRL available. Employees who take more DRL time off than is ultimately reduced from their compensation at the end of the fiscal year will be considered overpaid. Overpayments will be deducted from future checks.

How much DRL will a new employee be credited who starts after the reduction begins?

The initial DRL credit will be prorated based on the number of pay periods remaining in the program.

How does DRL impact overtime?

Time charged to DRL counts as time worked for the purposes of entitlement to overtime. The reduction in compensation does NOT include overtime compensation.

Will DRL impact other accruals?

Time charged to DRL counts as time worked for the purposes of accrual earning. For the Fiscal Year 2011-12 only, annual leave balances may not exceed **45 days** on April 1, 2012 (it is normally 40 days).

What if I transfer to another agency during the fiscal year?

Unused DRL credits will be transferred in most cases assuming you transfer to another CSEA position. Call Time Records if you are planning on transferring.

Questions about specific circumstances not addressed here should be directed to the University Human Resources Office at ohrm@albany.edu or 437-4700.