



To: All Georgia Tech Faculty & Staff

From: Georgia Tech Human Resources

Re: 2010 Spring Furlough Days

Date: November 4, 2009

As announced on August 12, 2009, Georgia Tech faculty and staff are required by the University System of Georgia to take a minimum of six days of furlough prior to June 30, 2010. For employees at Georgia Tech, four of those days are to be taken by December 31, 2009, and will generally occur during the designated furlough period of December 21-24, 2009. Additional information is now available for the remaining two furlough days.

The two required spring semester furlough days:

- must be taken no later than **May 15, 2010**;
- will not be designated by the Institute on specific dates;
- will be scheduled by agreement between individual employees and their school chair or supervisor; and
- will not have a savings plan option for the remaining two days.

If not scheduled by February 28, 2010, one furlough day in March 2010 and another in April 2010 will be selected and scheduled by the employee's supervisor. Departmental Human Resources representatives will receive instructions on the processing for entering furlough days into the payroll system. All other operating guidelines for the spring semester are the same as those implemented in the fall.

The primary objective in scheduling furlough days is to minimize disruption to normal activities of the Institute. In particular, furlough days will not result in the cancellation of scheduled classes or other instruction-related activities. For further information, please review the furlough program guidelines at www.gatech.edu/budgetupdate/program.html and the set of frequently asked questions at www.gatech.edu/budgetupdate/questions.html. All other questions should be directed to hr.ask@ohr.gatech.edu.