

## **Administrative Board Rule #49<sup>1</sup>**

### **Implementation of the 2009 & 2010 Furlough Program**

In response to the budget crisis impacting the City of Philadelphia, and the national economy as a whole, the Mayor has directed that a Furlough Program will be in place for the remainder of the 2009 Fiscal Year and for the 2010 Fiscal Year for all eligible employees (as set forth below). In accordance with that directive, the Administrative Board hereby issues, effectively immediately, the following rules to implement the 2009 and 2010 Furlough Program (herein, "Furlough Program").

**49.1. Grant of Furlough Administrative Leave Days.** All employees subject to the Furlough Program will receive a total of 5 (five) Furlough Administrative Leave Days ("FAL") for each of the 2009 and 2010 Fiscal Years. Employees will be deemed to be in paid status for each FAL Day.

**49.2. Eligible Employees subject to the Furlough Program shall include:**

49.2.1. All employees employed in the Executive and Administrative branch of City government;

49.2.2. Who are exempt from the Civil Service;

49.2.3. Whose base salary is in excess of \$50,000 per year;

49.2.4. Who are in active employment; *and*

49.2.5. Who are employed on or after November 6, 2008.

**49.3. Economic Impact on Eligible Employees.** In order to defray the economic impact of the Furlough Program, salary reductions equal to 5 FAL Days for each Fiscal Year will be made through regular, proportionate biweekly payroll deductions. For Fiscal Year 2009, this salary reduction will commence with the first payroll issued after January 1, 2009. For Fiscal Year 2010, this salary reduction will commence with the start of the Fiscal Year.

**49.4. Use of FAL Days:** Unless otherwise specifically set forth herein or in the FAQ attached hereto, all rules, procedures and process in place for granting, accrual and use of Administrative Leave days apply to FAL Days.

49.4.1. For payroll purposes, employees taking an FAL Day will be considered to be in "Paid" status for the day. Accordingly, FAL days may be taken before or after holidays, vacations or other approved, paid leave days or periods without jeopardizing the paid status of those paid leave days or periods to which an employee may be otherwise entitled.

49.4.2. FAL days may only be taken in whole day increments; they cannot be used in partial-days.

49.4.3. Employees are responsible for providing appropriate, advance notice of a request to use any FAL day(s).

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<sup>1</sup>Established November 21, 2008.

49.4.4. Operating departments may deny or delay the use of any particular FAL day for operating or other valid reasons, including, but not limited to lack of notice.

49.4.5. FAL days that are not used by the end of each Fiscal, or prior to separation from employment, are lost. FAL days may not be carried over into the next Fiscal Year, nor will employees who do not utilize their FAL days, in whole or in part, be entitled to any cash or other compensation or consideration.

49.5. **Pro-Rating of FAL Days:** Eligible employees who commence work after the effective date of the Furlough Program will have a pro-rated reduction to their grant FAL days, corresponding to their date of employment.

49.5.1. For Fiscal Year 2009, eligible employees who begin employment for the City of Philadelphia on or after December 1, 2008 will have their 5 FAL days reduced for the remainder of the Fiscal Year at a rate of 1 FAL day each month of non-service.

49.5.2 For Fiscal Year 2010, eligible employees who begin employment for the City of Philadelphia after July 1, 2009 will have their 5 FAL days reduced at a rate of 1 FAL day for every 2 months of non-service.

49.6. **FAQ's & Implementation Guidelines:** The Administrative Board hereby directs the Office of Human Resources to publish FAQ's and Implementation Guidelines concerning the 2009 and 2010 Furlough Program, which are incorporated herein by reference.

49.7. The Furlough Program is anticipated to end with Fiscal Year 2010, however, the City of Philadelphia reserves the right and ability to extend and/or modify the Furlough Program consistent with its budgetary needs.