



UMBI

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UMBI Furlough Plan – FY2010

Approved by the President 9/25/2009

Approved by the Chancellor 9/28/2009

The FY2010 Furlough Plan for the University of Maryland Biotechnology Institute (UMBI) is comprised of two parts:

Part 1: A Closure/Furlough component

Part 2: An Additional Furlough component.

Furlough pay deductions for eligible employees will be made through a temporary salary reduction in accordance with the eligibility criteria and salary table contained in this plan. In principle, the Furlough Plan assigns a number of furlough days based on salary, such that those earning a higher salary will be assigned a larger number of furlough days.

Salary Table

Employees earning less than \$40,000 will take one (1) furlough day
Employees earning \$40,001 – 60,000 will take two (2) furlough days
Employees earning \$60,001 – 100,000 will take four (4) furlough days
Employees earning \$100,001 – 130,000 will take six (6) furlough days
Employees earning \$130,001 – 150,000 will take seven (7) furlough days
Employees earning \$150,001 – 180,000 will take eight (8) furlough days
Employees earning over \$180,000 will take ten (10) furlough days

The salary used for purposes of determining furlough days is the employee's full-time equivalent base salary.

Eligibility Criteria

Employees in the following categories will be exempted from all furlough days:

- hourly employees (students & contingent 1)
- graduate assistants
- employees in H1-B Visa status
- employees funded 100% from grants & contracts as of September 9, 2009

Unless exempted per this plan, all other existing employees are subject to the number of furlough days per the plan's Salary Table.

Employees hired during the furlough period and before February 1, 2010, will be subject to this plan, and the number of furlough days will be prorated based on their start date, rounded to the nearest whole day.

Part 1 – Closure/Furlough Component with Temporary Salary Reduction

UMBI will be closed for one (1) Administrative Leave day during FY2010 as part of the Furlough Plan, in addition to the regular Holiday Schedule published on the UMBI website. The Furlough Closure day will be:

- Thursday, December 24, 2009

With this UMBI closure day, employees who are subject to furlough days will have their salaries temporarily reduced by one (1) day, consistent with the Salary Table. This temporary salary reduction will be taken in equal installments from the employee's payroll check in each of the 18 pay periods between October 11, 2009 (pay period 09) and the end of the plan on June 19, 2010 (pay period 26).

Employees who are subject to furlough days will take the closure day as a paid Administrative Leave day. Employees who are exempted from furlough days must take accrued annual leave, personal leave, or nonexempt compensatory time on December 24th.

Part 2 – Additional Furlough/Temporary Salary Reduction Component

In addition to the one salary reduction day covered by the UMBI closure day, some employees subject to furlough days are required to take additional furlough days. These employees will have their salaries for the additional day(s) temporarily reduced over 18 pay periods to meet their obligation as detailed in the Salary Table.

The additional furlough days are to be scheduled by the employee, with supervisory approval, and will be taken as Administrative Leave days.

General Guidelines for UMBI Furlough Plan

1. Employees cannot be required or expected to report to work or work off premises during approved furlough days.
2. Administrative Leave days may be taken beginning with pay period 09 (beginning October 11, 2009). Unit heads are responsible for ensuring that the required Administrative Leave/Furlough days are taken by June 30, 2010. These Administrative Leave days may not be carried forward and they shall not be paid out upon separation from UMBI.
3. No annual or other paid leave may be used on or in lieu of a period of furlough.
4. No overtime or compensatory time may be granted by supervisors to compensate for the loss of services of furloughed employees.
5. No reduction of employment benefits, including retirement, health or leave benefits will result from implementation of this plan.