



STATE OF NEW YORK  
**EXECUTIVE DEPARTMENT**  
DIVISION OF THE BUDGET  
STATE CAPITOL  
ALBANY, NEW YORK 12224

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<b>BUDGET BULLETIN</b>	<b>B-1189</b>	<b>May 4, 2010</b>
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**TO: ALL DEPARTMENT AND AGENCY HEADS**

**FROM: Robert L. Megna** *Robert L. Megna*

**SUBJECT: Furlough (Reduction in Work Schedule)**

In order to achieve savings during a period of historic fiscal difficulties, the State anticipates enactment of a mandatory furlough program which will continue until there is an enacted budget in place. This bulletin provides guidance for the administration of this program.

These guidelines apply to employees in Executive branch agencies. The work week for all employees (annual and non-annual salaried) who are not in positions that have been exempted from the furlough will be subject to a one-fifth reduction. In no case, however, will Management/Confidential employees or employees who are 100 percent federally funded be subject to this program.

Under this program, employees in positions subject to the furlough must be scheduled for a work week reduction of one-fifth, with a commensurate reduction in wages and salary, between May 17 and May 23, 2010 (subject to enactment, this furlough program will continue in subsequent emergency periods until a budget is enacted). That is, on one otherwise scheduled work day between May 17 and May 23, 2010, employees will not come to work and will not get paid. Note that a furlough day could occur on Saturday, May 22 or Sunday, May 23 if such day is a regularly scheduled work day for an employee and comparable savings will accrue. Paychecks will be reduced commensurate with the reduction in work week commencing in the paycheck covering the period in which the reduced work week occurred. Appointing authorities are expected to use discretion to determine appropriate scheduling to mitigate disruption to operations and services.

Agencies should work with their budget examiner to identify titles that may be exempt because they provide direct health care services or are engaged in certain security functions. Agencies are encouraged to extend the furlough program to positions in such titles if they can maximize savings and maintain

public health and safety. The objective is to minimize the number of positions determined to be exempt and maximize savings.

Agencies must also ensure that no employee utilizes any accrued leave to offset this salary reduction (even if the employee's furlough day falls during an approved vacation) and agencies may not authorize additional overtime to provide coverage for furlough days. No employee may be scheduled for more than a 20 percent reduction in any payroll period. Agencies must remain mindful that the intent of the furlough is to improve the State's fiscal circumstances.

Additional payroll guidance will be provided at a later date. The Division of the Budget will develop weekly reports to monitor the effect of the program.

Questions concerning this bulletin should be directed to your budget examiner.