November 30, 2009

Memorandum

To: Agency Heads and University Chancellors
   Agency and University Fiscal Officers
   Agency and University HR Directors

From: Linda D. Coleman
      State Personnel Director

Charles E. Perusse
State Budget Director

Subject: Flexible Furlough Time Off

Executive Order No. 11, which established the Flexible Furlough Plan for the 2008-09 fiscal year, granted state employees up to 10 hours of flexible time off, to be used by December 31, 2009.

Please be advised that state employees must use this time off by December 31, or it will be lost. The furlough time cannot be carried over to calendar year 2010, nor can it be paid out or transferred into another kind of leave, such as vacation or sick leave.

Managers should ensure, to the greatest extent possible, that employees are able to use this time. Thank you for your attention to this important issue.

cc: Ann Cobb
    Bill Stockard

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