



KERN COUNTY PROBATION DEPARTMENT

Policies And Procedures

TITLE: Reduced Work Schedule/ Furlough Program			Article: 1305.02
APPROVED: TR Merickel, Chief Probation Officer			
EFFECTIVE: October 2016	REVIEWED: July 2018	REVISED: October 2016	UPDATED: October 2016

POLICY

A reduced work schedule is a voluntary agreement between an employee and his/her Department Head that permits an employee to work a regular, ongoing work schedule of less than 80 hours per pay period. A reduced work schedule shall not be less than 40 hours bi-weekly for a full-time employee or 20 hours bi-weekly for a part-time employee.

1. A request for a reduced work schedule may be initiated by either an employee or the employer and must be mutually agreed upon.
2. A request for a reduced work schedule must be submitted two weeks in advance of the requested start date.
3. A request for a change or a cancellation of a previously agreed upon reduced work schedule must be submitted two weeks in advance of the requested change or cancellation.
4. Documentation of an agreement for a reduced work schedule shall be maintained by the department and the Personnel Department in the employee's personnel file. The agreement shall be in the form of a letter signed by both the employee and the Department Head.
5. An agreement for a reduced work schedule shall not exceed one year in duration.

The furlough program is a voluntary agreement between an employee and his/her Department Head that permits an employee to periodically take time off without compensation. The number of hours of furlough shall not exceed 40 hours bi-weekly for a full-time employee or 20 hours bi-weekly for a part-time employee. An employee may request uncompensated time off as a furlough by submitting to the Department Head for approval a Form #24 showing the dates and hours requested as furlough. The Form #24 must show the time off taken as furlough time. The following circumstances exist in regard to either of the above-mentioned programs.

1. Time taken off under these programs shall be considered time worked for the following purposes: county seniority, probationary period completion, promotion eligibility, health plan, step increase, longevity pay and holiday pay eligibility.
2. Sick leave and vacation are accrued based on hours paid and upon an employee's seniority.
3. Neither program will affect potential retirement benefits.

Every individual who would like to participate in either program should make a request to their respective Probation Division Director.

For further information you may contact your immediate supervisor to reference a complete copy of the Administrative Office memorandum.

All staff must realize the operation of the Probation Department is paramount in considering these requests and all requests must be mutually agreed upon before implementation.