



DCTU Represented Employees

Am I required to furlough?



DCTU represented employees may be required to take eight (8) furlough days, or a total of sixty-four (64) hours, of unpaid leave as follows:

- A. DCTU represented employees who are not eligible for the Work Share program (part-time for less than one (1) year, or full-time for less than six (6) months with the City) will not be required to take furlough days, provided that such ineligibility is not due to a failure to meet the requirement for days worked during a workweek;
- B. Furloughs must be completed by October 31, 2020;
- C. No employee will lose their healthcare coverage solely due to the taking of furlough days or temporary schedule reduction, provided that they remain an employee of the City and are not laid-off, retired, or are otherwise separated from City service.
- D. Employees who sign a reduced schedule agreement are not required to take furlough days for the duration of the Agreement so long as such schedule reduction provides not less than 64 hours of unpaid leave.
- E. Employees who provide written notice of retirement will not be required to furlough, so long as they retire by January 31, 2021. Any employee who provided such notice but does not retire by the date stated in this paragraph shall be immediately required to take the furlough days/hours.

DCTU represented employees may, with the approval of their manager and Bureau Director, volunteer to temporarily reduce their hours from July 1, 2020 to June 30, 2021 to any number between 0.9 and 0.5 FTE, provided that such reduction in hours meets the operational needs of the bureau and does not create overtime costs.

- Employees electing a reduced schedule agree to do so starting no later than August 1, 2020.
- The City will continue full-time health care contributions for current full-time employees reducing to any amount between 0.9 and 0.5 FTE.
- Employees who voluntarily reduce their schedule by August 1, 2020 will not be required to take furlough days, so long as such schedule reduction provides not less than 64 hours of unpaid leave.

Questions related to furlough requirements for DCTU members can be directed to your Manager or your HR Business Partner.