

### **3 - EMPLOYEE BENEFITS**

#### **3.17 – Voluntary Furlough**

Adopted: July 2025

A voluntary furlough is intended to reduce salary costs and thereby assist in financial stability for the City by allowing employees to take up to 5 days off from work without pay in a fiscal year without adversely affecting certain benefits. In order for the day to qualify as a Voluntary Furlough Day, an employee must complete the Voluntary Furlough Request form within the timeline set forth and obtain prior approval from the Department Director and City Administrator.

**Eligibility:**

-All regular full time employees with the following exceptions – WPCP Operators, Fire Union staff, Fire Captains, Police Union staff and Police Lieutenants.

**Utilization of Furlough Days:**

- The 5 days may not be used consecutively;
- Time must be taken as a full day at a time;
- Each non consecutive date requires a separate form;
- Furlough days must be used in place of paid leave, employee shall not perform work on this day and shall receive no pay;
- Furlough days cannot be requested in lieu of holiday pay;
- Furlough time off does not count toward regular worked hours required before eligibility of overtime;
- An employee does not have to have depleted their paid time off before requesting a furlough day.

**Benefits:**

- No benefits are affected, other than no IPERS contribution is made for voluntary furlough time off;
- An employee still participates in same benefits as otherwise available;
- An employee will continue to accrue paid time off benefits in which they are otherwise entitled.

**Request and Approval Process:**

- A written Voluntary Furlough Request Form is required for participation consideration;
- The Department Director and/or City Administrator will have the full discretion to approve or deny the furlough request;
- Denial of a request for voluntary furlough is not eligible for the Grievance Process as defined in policy 6.1;
- Request submitted outside of the required advanced notice timeframe will not be considered;
- Approval or denial will be given in writing to the employee within 3 business days of its submittal as long as the supervisor is working.

Each fiscal year, the utilization of this policy will be evaluated. The City Administrator reserves the right to not allow this program for a fiscal year in advance of July 1<sup>st</sup>

# MARSHALLTOWN

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## VOLUNTARY FURLOUGH REQUEST FORM

**ATTENTION: Form must be submitted at least 10 business days prior to requested date off – no exceptions**

**TO BE COMPLETED BY EMPLOYEE:**

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

Employee Phone #: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

I am requesting that my schedule be reduced for the following date(s):

Date requested: \_\_\_\_\_ # of hours in shift: \_\_\_\_\_

Date submitted to my Supervisor: \_\_\_\_\_

(MUST be with in at least 10 business days prior to the requested date for consideration).

I have received and read the Voluntary Furlough Policy and understand and agree to the items set forth in the policy. I understand that I must personally hand this request to my supervisor unless another means of delivery has been discussed directly with my supervisor. I further understand that my supervisor has 3 business days to provide me with written approval or denial and understand that that decision is final with no means to appeal the decision.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE COMPLETED BY DEPARTMENT DIRECTOR:**

Approved:  Yes  No      If no, reason: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Final approval must be obtained by the City Administrator before employee notification:

Approved:  Yes  No

City Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMPLETED FORMS SHOULD BE TURNED IN TO HUMAN RESOURCES PRIOR TO THE FURLOUGH DATE.**

For HR USE: \_\_\_\_\_

PP \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_