

# New Hire Furlough Calculation Chart

Table 1 - Fiscal Year (12 Month) and Hourly Employees					
<i>A basis and hourly staff proration by days rounded to nearest 1/2 day</i>					
Column A	Column B	Column C	Column D	Column E	Column F
New employees hired for entire, or remainder, of fiscal year.	12 month FTE salary	Less than \$40,000	\$40,000 to less than \$60,000	\$60,000 to less than \$80,000	\$80,000 or greater
Start Date	Full Months	Days	Days	Days	Days
On or before 8-1-2020	12	6.00	8.00	10.00	12.00
8-2-2020 to 9-1-2020	11	5.50	7.50	9.00	11.00
9-2-2020 to 10-1-2020	10	5.00	6.50	8.50	10.00
10-2-2020 to 11-1-2020	9	4.50	6.00	7.50	9.00
11-2-2020 to 12-1-2020	8	4.00	5.50	6.50	8.00
12-2-2020 to 1-1-2021	7	3.50	4.50	6.00	7.00
1-2-2021 to 2-1-2021	6	3.00	4.00	5.00	6.00
2-2-2021 to 3-1-2021	5	2.50	3.50	4.00	5.00
3-2-2021 to 4-1-2021	4	2.00	2.50	3.50	4.00
4-2-2021 to 5-1-2021	3	1.50	2.00	2.50	3.00
5-2-2021 to 6-1-2020	2	1.00	1.50	1.50	2.00
6-2-2021 to 7-1-2021	1	0.50	0.50	1.00	1.00
7-2-2021 to 7-31-2021	0	0.00	0.00	0.00	0.00

**To calculate your furlough days:**

1. Locate the table based on your type of appointment  
 \* Table 1 - Fiscal Year (12 month / A basis) and hourly employees  
 \* Table 2 - Academic Year (9 month / C basis) employees
2. Calculate the full months of appointment/work -  
 Example: 12 month or hourly employee hired 10/5/20 through 3/29/21 = 5 full months of employment from 10/5/20 to 3/5/21
3. Locate the fulltime annual salary range in Column C to F  
 Example: fulltime annual salary = \$45,000 (Column D)  
 (if hourly - hourly rate x 2080 = fulltime annual salary)
4. Locate the number of full months calculated in Column B and move across to the column representing your fulltime annual salary (Column C to F)  
 Example: 5 months (Column B) to \$45,000 (Column D) = 3.50 furlough days
5. For part-time positions, furlough days from chart will be prorated based on FTE
6. Furlough smoothing % salary reduction will commence on start date, or August 1, 2020, whichever date is later

Table 2 - Academic Employee (9 Month)					
<i>C basis (Academic Year) proration by days rounded to the nearest 1/2 day.</i>					
Column A	Column B	Column C	Column D	Column E	Column F
New employees hired for entire, or remainder, of academic year.	Academic year (9 month) FTE salary	Less than \$40,000	\$40,000 to less than \$60,000	\$60,000 to less than \$80,000	\$80,000 or greater
Start Date	Full Months	Days	Days	Days	Days
On or before 8-24-2020	9	4.50	6.00	7.50	9.00
8-25-2020 to 9-24-2020	8	4.00	5.50	6.50	8.00
9-25-2020 to 10-24-2020	7	3.50	4.50	6.00	7.00
10-25-2020 to 11-24-2020	6	3.00	4.00	5.00	6.00
11-25-2020 to 12-24-2020	5	2.50	3.50	4.00	5.00
12-25-2020 to 1-23-2021	4	2.00	2.50	3.50	4.00
1-24-2021 to 2-23-2021	3	1.50	2.00	2.50	3.00
2-24-2021 to 3-25-2021	2	1.00	1.50	1.50	2.00
3-26-2021 to 4-24-2021	1	0.50	0.50	1.00	1.00
4-25-21 to 5-23-21	0	0.00	0.00	0.00	0.00

**Example: Academic Year Employees (9 month)**

1. Calculate the full months of appointment/work -  
 Example: Employee hired 8/24/20 through 1/7/21 = 4 full months of employment from 8/24/20 to 12/24/20  
  
 Employees hired for *spring* semester appointment—1/8/21 through 5/23/21 = 4 full months of employment from 1/8/21 to 5/8/21
2. Locate the fulltime annual salary range in Column C to F  
 Example: fulltime annual salary = \$45,000 (Column D)
3. Locate the number of full months calculated in Column B and move across to the column representing your fulltime annual salary  
 Example: 4 months (column B) to \$45,000 (column D) = 2.50 days
4. For part-time positions, furlough days from chart will be prorated based on FTE
5. Furlough smoothing % salary reduction will commence on start date, or August 24, 2020, whichever date is later