

City of Chico
Voluntary Furlough Program
Fiscal Year 2020-2021

The Voluntary Furlough Program (VFP) will be offered during Fiscal Year 2020-2021. The VFP is a meaningful way for interested employees to voluntarily help reduce General Fund expenditures by committing to take a certain amount of leave unpaid during the fiscal year. This Program is offered due to anticipated budget shortfalls as a result of the current COVID-19 crisis.

Employees are encouraged to submit an application to participate in the Program as quickly as possible. If you have any questions regarding the VFP, please contact the Human Resources Department.

The VFP was established as a means of reducing payroll costs City wide. Requests to participate in the Program are subject to departmental approval based on service delivery and/or departmental impacts.

Voluntary Furlough Program Description

The VFP allows for City employees to voluntarily take unpaid leave up to a maximum of 340 hours during the Fiscal Year. An application for the VFP shall specify the number of hours an employee wishes to commit to for the fiscal year. Based on departmental approval, employees may request to use the time over consecutive days or to use the time intermittently.

Once an application for the VFP is approved, employees must coordinate their time off allotments with their supervisor, allowing for flexibility while minimizing, insomuch as is possible, impacts to customer service. At the Department's discretion, supervisors may require employees to choose the specific days in advance.

Employees who apply for the VFP and are approved for the Program, are committed to their approved furlough hours for the duration of the fiscal year. Election to participate in the VFP is irrevocable by the employee. However, the City maintains the right to terminate an employee's participation in the Program with seven days advanced notice.

Voluntary Furlough Program Guidelines

Only General Fund employees are eligible to participate in the Program. CPOA and IAFF employees shall not be considered for the VFP.

Approval Process: Participation in the VFP is subject to Supervisor recommendation and departmental approval.

Term: Furlough time off may be taken anytime beginning August 31, 2020 through June 30, 2021, with supervisory approval.

Benefits: City contributions for health, dental, and life insurance for employees will continue in the same amounts while employees are taking unpaid furlough time off.

Vacation and Sick Leave: Vacation and Sick Leave accrue while an employee is on paid time. Vacation and Sick Leave will not accrue while employees take unpaid furlough time off.

Overtime: Furlough time off does not count as time worked for the purposes of calculating overtime.

Retirement: CalPERS requires 10 months of service to accrue one year of service credit. This program is designed to ensure that employees shall receive a full year of service credit while participating in the VFP.

Seniority: Employees will continue to accrue seniority while taking furlough time off as though they are at work.

Timecard Pay Code: Furlough time shall be coded on your timecard utilizing a payroll provided pay code.

Effective: August 25, 2020