



**WHATCOM COUNTY**  
**EXECUTIVE ORDER 2010-03**

**Voluntary Unpaid Furloughs**

**WHEREAS**, the County originally adopted a Voluntary Unpaid Furlough program (Executive Order 2002-01) to allow employees to voluntarily request unpaid furloughs as a means of reducing the County's labor costs while providing employees with a new leave option; and

**WHEREAS**, the County continues to face shrinking revenues, rising costs, and the diminishment of its reserves causing the need to impose further restrictions on expenditures; and

**WHEREAS**, the County is certifying voluntary unpaid furloughs as an integral part of the County's expenditure reduction efforts;

**NOW, THEREFORE**, by virtue of the power vested in me by the Home Rule Charter for Whatcom County, I hereby order the rescission of Executive Order 2002-01 and 2008-05 and the adoption of this Executive Order 2010-03; and

**BE IT FURTHER ORDERED** that the policy of Whatcom County pursuant to this executive order shall now be as outlined in the ATTACHED GUIDELINES FOR "VOLUNTARY UNPAID FURLOUGHS."

Dated this 23rd day of November, 2010.

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Pete Kremen, Whatcom County Executive

# VOLUNTARY UNPAID FURLOUGH GUIDELINES

As amended November 1, 2018

Effective immediately and until further notice, employees may voluntarily request consideration of an unpaid furlough.

Employees must request a voluntary unpaid furlough in writing from his or her Department Head. Generally, requests should be made 30 days in advance of the leave. The Department Head may approve furloughs of **up to ten days** (or up to 80 hours) per employee per calendar year. Department Heads will submit furlough requests greater than ten days per calendar year to the County Executive following Administrative Policy AD146000A, "Authorizing Special Personnel Policy Provisions."

## Voluntary Unpaid Furlough Guidelines:

- Requires advance notice on a Leave Request Form using appropriate pay type (either 794 or 803).
- Employees **MUST** continue to meet benefit thresholds.
- No requirement for employees to exhaust paid leave balances.
- If FLSA-exempt, unpaid furloughs must be in calendar week increments, or unpaid furlough may be taken in smaller increments (no less than one hour) if hours for the week in which furlough is taken do not exceed normal work week hours and if time is reported on an FLSA non-exempt timesheet
- Requires agreement of applicable parties.
- Department Heads can approve furloughs up to ten days or 80 hours per employee per calendar year.
- County Executive or designee approval required for furloughs greater than ten days or 80 hours per calendar year.
- Critical work priorities for the County must continue to be met.
- Furloughs must not create the following labor costs unless deemed by the Executive to be in the best interest of the County:
  - ✓ Extra help hours
  - ✓ Overtime
  - ✓ Out-of-class pay
  - ✓ Unemployment benefits