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| Furlough Order – FY## |  |
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| ADMINISTRATIVE ORDER No. ####-## |  |

Sample Furlough Order – FY##

|  |  |  |
| --- | --- | --- |
| **DATE** |  |  |
| To: | From: | Expiration: |
| District Government Agencies | Ventris C. Gibson, Director | Month Day, Year |

Overview

On [Date], the Executive Office of the Mayor directed certain agencies of the District government to furlough employees in response to budgetary shortfalls. Unless otherwise exempted, agencies must place employees in the designated positions in a furlough status for the required number of hours. This Administrative Order is applicable to those District government agencies for which the D.C. Department of Human Resources serves as the personnel authority and those personnel authorities that have adopted these procedures.

# Furlough Procedure

Upon receipt of this administrative order, agencies (unless wholly exempted) must perform the following steps within the allotted timeframe in accordance with Issuance I-####-##:

1. **Schedule furlough hours** within 5 days of receipt this order.
2. **Develop furlough notices** within 5 days of scheduling employee furlough hours.
3. **Notify employees** at least 30 days in advance of their scheduled furlough date(s).

# Exemptions

To cover expenses and resume District government operations, all designated agencies (unless exempted) must be furloughed. Employees within the agency or agency subdivision provided must be placed in a non-pay furlough status for the periods specified in Section III of this order.

## Exemptions

The following employees are exempt from furlough due to the nature of the work performed by these employees in providing public health and safety:

1. Uniformed members of the Metropolitan Police Department;
2. Emergency medical services personnel of the Fire and Emergency Medical Services Department; and
3. Other employees in covered agencies carrying out public health or public safety functions who have been designated furlough-exempt.

# Furlough Hours and Dates

1. Unless exempted, agencies must furlough employees on the days listed below for a total of 32 hours per employee.

|  |  |
| --- | --- |
| **Date** | **Number of Furlough Hours per Employee** |
| February 21 | 8 hours |
| April 15 | 8 hours |
| May 30 | 8 hours |
| July 4 | 8 hours |

# Additional Guidance

For additional guidance and materials on furlough procedures, please refer to Issuance I-2021-##, District Government Furloughs.