The purpose of this document is to advise you of the proposed furlough planning and implementation schedule for our 9-month, school level employees. The memorandum of May 14, 2013, (Furlough Update #7) advised of the Secretary of Defense’s decision that 9 month, school-level employees would be furloughed for up to 5 days because of their unique school-year employment schedule (Attachment 1, DoD Furlough Exceptions, p. 5, SECDEF Furlough Memo, May 14, 2013). These employees are in a non-pay and non-duty status during the summer. The below schedule will enable 9-month, school-level employees to take up to 5 furlough days between the beginning of SY 13-14 and September 30, 2013 (the end date for Fiscal Year 2013); meet Collective Bargaining Agreement requirements for those covered by one; and, to the extent possible, ensure no more than 2 furlough days are taken during any one pay period.

Schedule for 9-month, school-level employees:

March 1 - Sequestration is triggered.

May 20/May 21 (depending on receipt of this message) Begin serving Notices of Proposed Furlough to 9-month school level employees. Notices must be issued to and acknowledged by employees as soon as possible after the issue date on May 20 or May 21. The day after delivery begins the 30-day notice period and the employee reply period (10-days for non-bargaining unit, 20-days for bargaining unit).

June 03 - Due to the weekend, first day decision letters can be provided to non-bargaining unit employees (10-day reply period) who did not reply to the Notice of Proposed Furlough.

June 11 - First day decision letters can be provided to bargaining unit employees (20-day reply period) who did not reply to the Notice of Proposed Furlough.

July 08 - First possible day of furlough per DoD directive.

** Notice periods and/or reply periods may be tolled (paused) over the summer recess depending on bargaining agreement requirements and resumed when employees return to duty.

Notes:
• Calendar days include Saturday and Sunday.
• In calculating the reply period, Day 1 starts the day after receipt of the proposed notice.
• Replies must be submitted to the deciding official NLT the close of business on Day 10 for non-bargaining personnel and Day 20 for bargaining unit members.