



# *Employee Relations* **BULLETIN**

June 28, 2024

**To: Heads of All City Departments (excluding DWP)  
Departmental Personnel Directors**

**Subject: VOLUNTARY FURLOUGH PROGRAM FOR CIVILIAN EMPLOYEES –  
FISCAL YEAR 2024-25**

This Bulletin extends the Voluntary Furlough Program for Civilian Employees into Fiscal Year (FY) 2024-25. The guidelines and instructions are detailed below and shall be effective for FY 2024-25 until further notice:

- **Approval of voluntary furlough requests is not mandatory.** Employees must request voluntary furlough time in the same manner that they would request vacation or other compensated time off. Departments facing personnel shortages should carefully evaluate the prudence of granting voluntary furlough time. Voluntary furlough time should only be approved if an employee's absence has no adverse impact on operations and if the granting of such time does not result in overtime to perform the duties that would otherwise be completed by the employee taking the voluntary furlough time.
- The program is available to **full-time civilian employees who work 72 hours or more in a pay period** in all City departments (excluding the Department of Water and Power).
- Employees shall use payroll code "WF" to record voluntary furlough hours. All hours taken under this program must be recorded using this code.
- Eligible employees may request **up 160 hours of voluntary furlough time** between July 1, 2024, and June 30, 2025. The minimum increment of voluntary furlough time that may be taken is one hour.
- A full-time employee must be compensated for no fewer than 40 hours in a pay period to maintain health benefits paid for by the City. Therefore, no more than 40 hours of voluntary furlough time shall be taken in a single pay period.

## EMPLOYEE RELATIONS BULLETIN

June 28, 2024

Page 2

- Employees who have little or no compensated time off available (e.g., VC) should not be scheduled for voluntary furlough time until they have actually worked 40 hours in a pay period.
- The City credits LACERS members with a full pay period of retirement credit if an employee is compensated for at least the number of hours necessary to pay for the employee's portion of the biweekly retirement contribution (including HW, VC, HO, FH, CTO, BL, FI, LP, and SK)<sup>1</sup>.
- Hourly employees who are eligible to earn overtime compensation under the Fair Labor Standards Act must not and are prohibited from performing work on voluntary furlough time. Hourly employees are also prohibited from working additional hours during the workweek to compensate for lost productive time, which would defeat the cost savings gained from the voluntary furlough hours.
- Voluntary furlough time may be used during an approved Family and Medical Leave consistent with the guidelines described in this Bulletin. Such time will not be counted against an employee's annual Family and Medical Leave entitlement.
- Employees on probation are eligible to participate in the Voluntary Furlough Program, but they should be informed that their probationary period may be extended in accordance with Civil Service Rule 5.26.
- Voluntary furlough time may not be substituted for disciplinary suspension time.
- Use of the "WF" payroll code before and after a holiday will not result in non-payment of the holiday as is the case with other "no pay" payroll codes.

Adherence to the above guidelines will ensure that the utilization of voluntary furlough time will have no adverse impact on employees' medical or retirement benefits, salary step advancement, or sick leave and vacation accruals.

Please direct questions regarding the voluntary furlough program for fiscal year 2024-25 to the Human Resources section of the employee's department.

c: Recognized Employee Organizations

---

<sup>1</sup> The COVID-19 telecommuting and paid administrative leave timecodes are also included in compensated time.