

Business Center North
Classified Mandatory Unpaid Furlough Leave Request Form
January 1, 2010 to June 30, 2010

(Due to Supervisor by December 4, 2009)

Campus: UNR TMCC WNC GBC NSHE/System Computing DRI

Name: _____ EIN: _____

Department: _____

Please designate your first choice of days for furlough for the next six months. If your designations cannot be approved, your supervisor will assign an unpaid furlough leave day. Please note you **must** schedule 8 hours per month (part-time prorated). Pay periods are the 1st-15th of a month and the 16th-last day of a month.

	Date	From/To	Total Hours	Supervisor Approved
January 1 st -15 th				<input type="checkbox"/>
January 16 th -31 st				<input type="checkbox"/>
February 1 st -15 th				<input type="checkbox"/>
February 16 th -28 th				<input type="checkbox"/>
March 1 st -15 th				<input type="checkbox"/>
March 16 th -31 st				<input type="checkbox"/>
April 1 st -15 th				<input type="checkbox"/>
April 16 th -30 th				<input type="checkbox"/>
May 1 st -15 th				<input type="checkbox"/>
May 16 th -31 st				<input type="checkbox"/>
June 1 st -15 th				<input type="checkbox"/>
June 16 th -30 th				<input type="checkbox"/>

Part time or employees on variable schedule please attach a copy of your schedule.

Changes made after this form is approved may only be made within the pay period for which the original permitted designation occurred, and must be approved by your supervisor.

I acknowledge that on furlough days I am strictly prohibited from conducting Great Basin College business, either on or off campus.

I acknowledge that unpaid furlough leave will be taken out of my paychecks for each period approved over the next six months. These periods of unpaid furlough leave were mandated by SB 433.

Employee's Signature: _____ Date _____

Supervisor's Signature: _____ Date: _____
(Please submit to leave keeper by December 11, 2009)

Posted by (Leave Keeper): _____ Date: _____
(Please submit to BCN Payroll by December 18, 2009)

Original-Leave Record
 Copy-BCN Payroll, Employee, Supervisor