



FURLOUGH POLICY

Furloughs and temporary salary reductions may be imposed for a variety of reasons. Sunshine Village may take actions affecting the pay and/or the work schedule of employees and may furlough employees for a specified time period or may invite voluntary leaves without pay.

Implementation of any furlough or temporary salary reduction will be guided by the reason for the budgetary constraint or reduction. Some furloughs may be implemented to deal with reduced state funding to the organization. Other furloughs may be implemented in response to unforeseen events.

In the event of a furlough, the affected employees will be notified as soon as is practicable as to the effective date and expected duration and be provided with information as to how benefits will be maintained and managed during and after the furlough period.