



**Headquarters Air Force  
Civilian Force Policy Division  
AF/A1PC  
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## **Administrative Furlough Frequently Asked Questions (FAQs)**

The following guidance on administrative furloughs is provided for managers, supervisors, and employees.

### **General**

#### **1. What is furlough?**

A furlough is the placing of an employee in a temporary non-duty, non-pay status. Employees are not paid and may not perform work during furlough.

#### **2. What is an administrative furlough?**

An administrative furlough is a planned event by the Department of Air Force which is designed to absorb reductions necessitated by downsizing, reduced funding, lack of work, or any other budget situation. This type of furlough is typically a non-emergency furlough in that the Air Force has sufficient time to reduce spending and give adequate notice to employees of its specific furlough plan and how many furlough days will be required.

#### **3. Why is furlough necessary?**

Administrative furlough is necessitated by the extraordinary and serious budgetary challenges facing the Department of Air Force for the remainder of the fiscal year 2013, the most serious of which is sequestration scheduled to begin on March 1, 2013. The Budget Control Act of 2011, as amended by the America Taxpayer Relief Act of 2012, makes across-the-board reductions to budgetary resources for the Federal government (i.e., sequester resources). The Department of Air Force must and will protect wartime operations funding for our troops in harm's way. This inevitably means larger cuts in base-budget funding for the Operation and Maintenance (O&M) accounts, thus the Department of Air Force will need funding in other accounts that can be used to provide the warfighters with what they need to protect national security.

### **Covered Employees**

#### **4. Which employees may be affected by an administrative furlough?**

In an administrative furlough necessitated by sequestration, virtually all employees will be furloughed. There will be only a very few exceptions, such as those necessary to provide safety of life or property, but only to the minimum extent needed to protect life or property. The mission-criticality of the employee's work is not relevant to whether he or she can be furloughed. Mission-critical employees *will* be furloughed. If an office is properly manned, furlough should be manageable through proper scheduling – just like leave or an alternate work schedule. Only where staggering absence is not possible – such as for deployed civilians – is an exception truly essential. Thus, if an individual can take leave or participate in a compressed work schedule, they can be furloughed.

**5. How will employees be notified whether they are affected by an administrative furlough?**

The Air Force will determine the method and timing of notifying employees of whether they are affected by an administrative furlough, subject to applicable laws, regulations and collective bargaining agreements. As a general matter, employees will be provided at least 30 days notification for an administrative furlough scheduled for 22 workdays or less.

**6. Who should employees contact for information about whether they may be furloughed?**

Employees should first contact their supervisors for information about whether furlough will impact them. Employees can contact the Civilian Personnel Section for information about how furlough will impact pay and benefits. Bargaining unit employees may also contact their union representatives concerning local collective bargaining agreements covering implementation of furlough.

**7. Are detailed employees returned to a permanent position before being furloughed?**

Detailed employees remain officially assigned to their permanent positions during the detail. During a furlough, management will determine the status of their employees on detail within the Air Force or to another agency.

**8. Does furlough affect my service computation date? Am I separated from service?**

No, employees who are furloughed are not separated from Federal service. They are placed in a temporary non-duty, non-pay status. Furlough does not generally impact the service computation date unless combined with consecutive periods of leave without pay of more than six months.

**Working during Furlough**

**9. May an employee volunteer to do his or her job on a non-pay basis during any hours or days designated as furlough time off?**

No. Employees are legally prohibited from performing work or acting as an unpaid volunteer. This includes coming into work, telework, attending training, using their Air Force issued laptops, or checking e-mail or Blackberries while on furlough. Work on furlough days violates Federal law and may result in disciplinary action against supervisors and employees.

Further, management may not direct overtime (including credit hours, compensatory time, night or weekend work) to offset furlough. Supervisors may not order furloughed employees to make up the time spent on furlough by working longer hours on regularly scheduled work days.

**10. May an employee work during a period designated as furlough time off to earn credit hours under a flexible work schedule?**

No. An employee may not work to earn credit hours during hours and/or days designated as furlough time off.

## **Employee Training during Furlough**

### **11. What happens to employees scheduled for training during an administrative furlough?**

Employees participating in short-term or long-term training are subject to furlough unless specifically excepted. In the event that scheduled training occurs during a furlough period, affected employees must be placed in a furlough status and ordered not to attend the scheduled training or perform course work during the hours/days they are on furlough.

Supervisors, course directors and instructors should schedule students' furlough time off to minimize impact to class participation. For example, a student in short-term training may choose to re-schedule a furlough day earlier or later in the pay period to attend a five day course without interruption. A student in long-term training might be furloughed during hours normally designated as study time or other school activities that will not affect learning and program participation during the week. But employees may not perform work of benefit to the Air Force during the hours/days that they are on furlough.

## **Scheduling Furlough**

### **12. How should supervisors schedule administrative furlough time off? Must all supervisors follow the same procedures for furloughing employees?**

Within each pay period, supervisors have discretion to schedule work days and furlough days or hours, subject to any locally negotiated procedures for bargaining unit employees. Management will need to stagger employee furlough days so as to maximize mission continuity. Employees may request a specific schedule for furlough time off subject to management approval based upon mission and workload considerations. Generally, full-time employees working a standard work schedule will be expected to have 2 furlough days (16 hours) per pay period.

### **13. How should supervisors schedule administrative furlough time off for employees on flexible or compressed work schedules under an alternative work schedule (AWS) program?**

Supervisors may require alternative work schedules be modified or suspended due to mission needs during the administrative furlough, subject to locally developed policy or negotiated procedures. The need to maximize mission continuity will frequently lead to suspension of AWS. Talk with your supervisor about your work schedule and reporting expectations.

### **14. How should supervisors schedule administrative furlough time off for employees who do not work a standard work schedule (e.g., part time or uncommon tour of duty)?**

Furlough requirements for part-time employees are pro-rated by computing the furlough days as furlough hours in the same proportion to those hours scheduled for full-time employees working 80 hours biweekly, based on work schedules. (The hours of furlough are computed as a percentage of the work schedule for full-time employees working 80 hours biweekly. For example, a part time work schedule of 64 hours a pay period would equate to 64/80 of a full-time work schedule, or 80 percent. This percent could then be multiplied by the number of hours that a full-time employee is furloughed. The same method of proration would be used for uncommon tours of duty. For example, to derive the hours of furlough for an employee working 144 hours a

pay period, a factor of 144/80, or 180 percent, would be multiplied by the number of hours of furlough designated for full-time employees working 80 hours biweekly.)

**15. How should supervisors schedule administrative furlough time off for employees who work on a seasonal or intermittent basis?**

The organization determines whether seasonal or intermittent employees are called for work based on mission needs. Such employees are subject to furlough while in a pay status. Furlough time off is subject to supervisor approval in accordance with established procedures.

**16. Can I telework during discontinuous furlough?**

Yes, employees may continue to telework on regularly scheduled telework days as long as they are not scheduled furlough days. Supervisors may require telework agreements be modified or suspended due to mission needs during the administrative furlough. Talk with your supervisor about your work schedule and reporting expectations.

**Designation of Furlough Days**

**17. Can I choose to take my furlough days all at once or spread them out?**

The Air Force elects to implement administrative furlough as discontinuous. This means furlough days or hours are spread out over the maximum pay periods to mitigate negative financial and personal impact to employees. For example, employees are furloughed one day (8 hours) per week for 22 weeks instead of 22 consecutive work days. Employees may request a specific schedule for furlough time off subject to management approval based upon mission and workload considerations. For employees represented by labor unions, the timing of furlough days may be addressed in the collective bargaining agreement.

**18. Can employees be furloughed for half days?**

Yes. Supervisors have discretion to schedule an administrative furlough in a variety of ways. Supervisors should take into account the effect of commuting when multiple partial furlough days are scheduled.

**Pay**

**19. Are furloughed employees entitled to severance pay?**

No. Because furloughed employees are not separated from Federal service, they are not entitled to severance pay.

**20. May employees take other jobs while on furlough?**

While on furlough time off, an individual remains an employee of the Federal Government. Therefore, executive branch-wide standards of ethical conduct and rules regarding outside employment continue to apply when an individual is furloughed (specifically, the executive branch-wide standards of ethical conduct, at 5 CFR Part 2635). In addition, there are specific statutes that prohibit certain outside activities. Consistent with the requirements of the *Joint Ethics Regulation*, Air Force employees are required to report any outside employment or business activity to their supervisors or other locally designated official *prior to* engaging in employment or business activity. Supervisors have the authority to prohibit any outside employment or business activity

that might detract from readiness or pose a security risk. Approval to participate in outside employment or business activity will be documented by supervisors on AF Form 971, *Supervisor's Employee Brief*. Employees required to file financial disclosure reports, SF 450 or SF 278, and those serving as procurement officials, are subject to additional restrictions regarding outside employment and business activities. Employees should address specific questions to their local ethics counselors at servicing legal offices.

**21. Are employees entitled to unemployment compensation while on furlough?**

It is possible that furloughed employees may become eligible for unemployment compensation. Unemployment compensation programs are managed by State governments and requirements differ by State. See the Department of Labor website "Unemployment Compensation for Federal Employees" at <http://workforcesecurity.doleta.gov/unemploy/unemcomp.asp>.

**22. May agencies deny or delay within-grade or step increases for General Schedule and Federal Wage System employees during a furlough?**

It depends on the length of the furlough. Within-grade and step increases for General Schedule (GS) and Federal Wage System employees are awarded on the basis of length of service and individual performance. Such increases may not be denied or delayed solely because of lack of funds. However, extended periods of non-pay status may affect the timing of such increases. For example, a GS employee in steps 1, 2, or 3 of the grade who is furloughed an aggregate of more than 2 workweeks during the waiting period would have his or her within-grade increase delayed by at least a full pay period.

**23. What will happen to my allotments if I am furloughed?**

Allotments will continue unless there is insufficient pay to cover total amount(s). If allotments are discontinued, DFAS will not notify the recipients of missed payments. Employees are encouraged to review Leave and Earning Statements each pay period during Administrative Furlough to ensure allotments are being made. Visit the DFAS website at <https://mypay.dfas.mil/mypay.aspx> to review and/or update automatic allotments.

**24. When an employee's pay is insufficient to permit all deductions to be made because furlough time off occurs in the middle of a pay period and the employee receives a partial paycheck, what is the order of withholding precedence?**

If you believe your pay will become insufficient to cover authorized deductions including FEHB premiums and allotments, contact your Civilian Personnel Section for specific guidance. To determine the order of applying deductions when your pay is insufficient to cover all authorized deductions, visit the OPM website at the following link <http://www.chcoc.gov/transmittals/TransmittalDetails.aspx?TransmittalID=1477>

**Allowances, Per Diem, and PCS Entitlements**

**25. Will administrative furlough impact my Living Quarters Allowance (LQA)?**

No. The Air Force determines that, if furlough is necessary, continuance of LQA would be in the public interest, while an employee is in non-pay status.

**26. Will administrative furlough impact my PCS entitlements?**

Generally, no, furlough status would not impact PCS entitlements unless a furlough day is scheduled on the scheduled report for duty day. This would delay the start and end dates for certain PCS allowance time limits, such as, but not limited to, dependent travel, HHG transportation, and real estate transactions. Management should not furlough employees on or around entry on duty dates (EOD). For example, if an employee is expected to report on Monday, he or she should not be furlough for that day in lieu of administrative leave. The employee should report to work to establish certain PCS allowance entitlements.

**27. Will administrative furlough impact my per diem while in TDY status?**

No. Your furlough status does not impact per diem entitlements with the following exceptions:

a. Your furlough day (non-workday) is in conjunction with leave. An employee is not authorized per diem for a non-workday when leave is taken for the whole workday before and the whole workday following the non-workday. Additionally, an employee is authorized per diem for not more than two non-workdays if leave is taken for all workdays between the non-workdays.

b. You return to your Permanent Duty Station while in furlough status (thereby ending your entitlement to per diem). An employee who returns home on a furlough day from TDY will not receive per diem that day, but will still be reimbursed for travel. In general, however, travel should occur during duty status days.

Contact your Civilian Personnel Section or Travel Pay Office for additional information on civilian travel entitlements.

**Leave and Other Time Off**

**28. May an employee take paid leave or other forms of paid time off (e.g., annual, sick, court, or military leave, leave for bone marrow or organ donor leave, credit hours earned, any compensatory time off earned, or time off awards) instead of taking administrative furlough time off?**

No. During an administrative furlough, an employee may not substitute paid leave or other forms of paid time off for any hours or days designated as furlough time off.

**29. Are employees on leave without pay (LWOP) affected by administrative furlough?**

If an employee is scheduled to be on LWOP during an administrative furlough period, the employee may designate any hours and/or days of LWOP as furlough time off in order to meet the Air Force's furlough requirement. The Air Force is not required to provide an employee with a furlough notice if the employee is not expected to work during the furlough period. If the employee is scheduled to return to work from LWOP during the furlough period, the employee should be provided with a furlough notice (effective on the date of scheduled return).

**30. May an employee take LWOP under the Family and Medical Leave Act (FMLA) during an administrative furlough period?**

Yes. An employee may take LWOP under FMLA during the designated furlough period. The employee may designate any hours and/or days of LWOP under FMLA as furlough time off in order to meet the Air Force's furlough requirement. During a furlough, any LWOP under FMLA that is scheduled to be taken instead of a furlough day off will not count toward the employee's 12-week FMLA leave entitlement. An employee who takes LWOP under FMLA instead of a furlough day off may not later substitute paid leave for the days of LWOP. The Air Force is not required to provide an employee with a furlough notice if the employee is not expected to work during the furlough period (e.g., an employee who has just given birth and has requested 12 weeks of unpaid leave (LWOP) under the FMLA). If the employee is scheduled to return to work from LWOP during the furlough period, the employee should be provided with a furlough notice (effective on the date of scheduled return).

**31. How will furlough time off affect an employee's leave accrual and benefits?**

During furlough, the accumulation of non-pay status hours can affect the accrual of annual leave and sick leave. For example, when a full-time employee with an 80-hour biweekly tour of duty accumulates a total of 80 hours of non-pay status from the beginning of the leave year (either in one pay period, or over the course of several pay periods), the employee will not earn annual and sick leave in the pay period in which that 80-hour accumulation is reached. (See 5 CFR 630.208(a).) In other words, if an employee is furloughed for 176 hours (22 days), he or she will lose 2 pay periods worth of annual leave and sick leave accrual.

Generally, furlough time off is treated like regular leave without pay (LWOP) for benefit purposes. Detailed guidance can be found under Benefits and Entitlements Service Team (BEST) Benefits Summary for Civilian Employees on Leave Without Pay for Full and Limited Service Employees (<http://www.afpc.af.mil/shared/media/document/AFD-110301-009.pdf>) for information on the effect of extended LWOP or other non-pay status on Federal benefits and programs.

**32. What happens if my scheduled and approved annual leave is cancelled or my supervisor disapproves my annual leave request during the furlough period?**

Annual leave which would otherwise be forfeited (also referred to as use-or-lose leave) may be restored when it is lost because of exigencies of the service or sickness of the employee, if use of the leave was scheduled in advance. (See AFI 36-815, Para. 2.10) A period of administrative furlough, such as furlough directed as a result of sequestration, would be considered an exigency of the service for purposes of annual leave restoration.

Before forfeited annual leave may be considered for restoration, use of the annual leave must have been requested, approved, and scheduled in writing before the start of the third biweekly pay period before the end of the leave year. Also, before forfeited annual leave is restored, there must be a determination that an exigency is of major importance and that an employee may not use scheduled annual leave. An Installation Commander, his designee, or head of serviced organization may determine an exigency for purposes of leave restoration.

Normally, approval of an exigency is required in advance of cancellation of leave. In the event of an emergency, this determination must be made as soon after the occurrence of the emergency as possible. As soon as it is known that leave will be canceled and forfeiture will be unavoidable, the supervisor initiates a letter to the designated official explaining the exigency, and requesting approval to cancel the scheduled leave. The supervisor coordinates the letter with the Civilian Personnel Section to ensure that the conditions for restoration in governing directives are met, and that documentation to support the request is sufficient.

Promptly after the leave year ends, the employee should submit a request for restoration of leave with the approval of exigency attached, stating the actual number of hours lost on specific dates that could not be rescheduled, and then forwards it through the supervisor for endorsement to the CPS. The CPS will review the request and upon determination that the documentation is adequate, will endorse it to the civilian payroll office which, in turn, sends it to DFAS for establishment of a Restored Annual Leave Account, with a copy to the employee.

**33. Will retirement calculations be affected?**

When employees are in a non-pay status (which includes furlough, leave without pay, absence without leave, and suspension) for only a portion of a pay period, their retirement deductions are adjusted in proportion to their basic pay (5 U.S.C. 8332 and 8411).

**34. Will high-three salary calculation for retirement be affected?**

No, there is no effect on the high-three average pay unless the furlough causes the employee to be in a non-pay status (which includes furlough, leave without pay, absence without leave, and suspension) for more than six months during the calendar year.

**35. For an employee covered by the Federal Employees' Retirement System (FERS), is the government's contribution based on a person's established salary or what the employee actually earns during a pay period?**

Agency Automatic Contributions (1 percent) are calculated based on the employee's basic pay earned during each pay period. Agency Matching Contributions are calculated based on employee contributions from that basic pay. Consequently, if an employee is not earning basic pay for a particular pay period, he or she will not receive either type of agency contribution for that pay period.

**36. Will the government's contribution to the retirement fund affect an employee's retirement calculation?**

An aggregate non-pay status (which includes furlough, leave without pay, absence without leave, and suspension) of six months in any calendar year is creditable service. Coverage continues at no cost to the employee while in a non-pay status.

## **Holidays**

### **37. May employees be administratively furloughed on a holiday?**

Yes. An employee may request to be furloughed for periods of time that include holidays. However, supervisors should select furlough days off for reasons that are unrelated to the fact that the period includes a holiday. For example, a supervisor may not furlough employees for a 3-day period, the middle of which is a holiday, for the sole purpose of saving 3 days' pay while losing only 2 days of work. Neither would it be proper to furlough an employee solely on a holiday.

### **38. If employees have a designated administrative furlough day off on the last workday before a holiday or the first workday after a holiday (but not on both days), will they be paid for the holiday?**

Yes. The general rule is that an employee is entitled to pay for a holiday so long as he or she is in a pay status on either the workday preceding a holiday or the workday following a holiday. The employee is paid for the holiday based on the presumption that, but for the holiday, the employee would have worked.

### **39. If employees have a designated administrative furlough day off on the last workday before a holiday and the first workday after a holiday, will they be paid for the holiday?**

No. If a furlough includes both the last workday before the holiday and the first workday after the holiday, the employee is not entitled to pay for the holiday because there is no longer a presumption that, but for the holiday, the employee would have worked on that day. (See Comptroller General opinion B-224619, August 17, 1987.) Agencies that allow employees to choose their furlough days off should explain that the employee will not be paid for the holiday if the employee chooses to take a furlough day off both before and after the holiday.

## **Benefits**

### **40. Will an employee continue to be covered under the Federal Employees Health Benefits (FEHB) Program during an administrative furlough?**

During administrative furlough, the Air Force continues to be responsible for agency contributions to FEHB and each employee remains responsible for his or her employee contribution. The employee's FEHB coverage will continue if the employee's salary is sufficient to pay the premiums. If the employee's salary becomes insufficient to pay FEHB premiums due to the furlough, the leave without pay/insufficient pay rules apply. Detailed guidance can be found under Benefits and Entitlements Service Team (BEST) Benefits Summary for Civilian Employees on Leave Without Pay for Full and Limited Service Employees (<http://www.afpc.af.mil/shared/media/document/AFD-110301-009.pdf>) for information on the effect of extended LWOP or other non-pay status on Federal benefits and programs.

If the employee chooses to remain covered, he or she may continue paying premiums outside of payroll deductions or incur a debt. If the employee chooses to delay payment, FEHB premiums will accumulate and be withheld from pay upon the employee's pay becoming sufficient to cover the premiums.

Additional information can be found on the Office of Personnel Management (OPM) website at: [http://www.opm.gov/healthcare-insurance/healthcare/reference-materials/reference/leave-without-pay-status-and-insufficient-pay/#You Must Pay the Employee Share](http://www.opm.gov/healthcare-insurance/healthcare/reference-materials/reference/leave-without-pay-status-and-insufficient-pay/#You_Must_Pay_the_Employee_Share)

**41. Will an employee's Federal Flexible Spending Account Program (FSAFEDS) be impacted during an administrative furlough?**

The employee's FSAFEDS coverage continues, and allotments made by the employee continue if the employee's salary in each pay period is sufficient to cover the deduction(s). If the employee's salary is insufficient to cover his or her allotment(s), then incurred eligible health care expenses will not be reimbursed until the allotments are successfully restarted (in which case the remaining allotments would be recalculated over the remaining pay periods to match the employee's annual election amount). Incurred eligible dependent care expenses may be reimbursed up to whatever balance is in the employee's dependent care account, as long as the expenses incurred allow the employee (or employee's spouse if married) to work, look for work or attend school full-time. Once dependent care allotments are successfully restarted, remaining allotments would be recalculated over the remaining pay periods to match the employee's annual election amount.

**42. Will an employee continue to be covered under the Federal Employees' Group Life Insurance (FEGLI) during an administrative furlough?**

If the furlough is for only part of a pay period (ex. 2 work days per pay period), FEGLI premiums are required. If there is any pay in a pay period, FEGLI premiums for the whole pay period will be deducted from pay. The premiums are not prorated. If the employee's salary becomes insufficient to pay FEGLI premiums due to the furlough, the leave without pay/insufficient pay rules apply. Detailed guidance can be found under Benefits and Entitlements Service Team (BEST) Benefits Summary for Civilian Employees on Leave Without Pay for Full and Limited Service Employees (<http://www.afpc.af.mil/shared/media/document/AFD-110301-009.pdf>) for information on the effect of extended LWOP or other non-pay status on Federal benefits and programs.

**43. Will an employee continue to be covered under the Federal Dental and Vision Insurance Program (FEDVIP) during an administrative furlough?**

Yes. If BENEFEDS is unable to take the necessary premium deduction from an employee's pay, BENEFEDS collects premium up to twice the biweekly amount from the next full pay period to make up for the missed premium deduction. If the furlough continues for more than two consecutive pay periods, BENEFEDS will mail a direct bill to the employee. The enrollee should pay premiums directly billed to him/her on a timely basis to ensure continuation of coverage.

**44. Will an employee continue to be covered under the Federal Long Term Care Insurance Program (FLTCIP) during an administrative furlough?**

Yes, eligible claims will continue to be paid. Coverage will terminate if premiums are not paid. If the contractor does not receive premium for two or fewer pay periods, they will adjust future premium deductions, increasing by no more than \$50 per pay period to recover the missed premiums. Three consecutive pay periods of no premium will result in the contractor billing the participant directly. The employee also has the option to change to direct billing or to payment

via electronic funds transfer (EFT). If premiums are not collected or a final bill is not paid within a 30 day grace period, FLTCP will send a termination letter. The employee has 35 days from the date of the letter to pay the premium outside of payroll deductions; otherwise the employee will be disenrolled retroactively to the last pay period in which premium was paid.

**45. Are employees who are injured while on furlough eligible to receive workers compensation?**

No. Workers compensation is paid to employees only if they are injured while performing their duties. Employees on furlough are not in a duty status for this purpose. An employee who is receiving workers' compensation payments will continue to receive workers' compensation payments during a furlough and will continue to be charged LWOP.

**46. Will furlough affect contributions to my civilian Thrift Savings Account (TSP)?**

Employees will experience a reduction in their TSP contributions where their contributions are based on a percent (%) of pay. Employees will also experience a reduction in agency automatic (1%) contributions and may experience a reduction in employer matching contributions, depending on the amount that the employee contributes.

**Federal Employees on Military Duty**

**47. Will employees continue to receive a reservist differential payment (5 U.S.C. 5538) if they are affected by an administrative furlough from their Federal civilian position while on active duty?**

It depends. In computing a reservist differential, the Air Force must compare the employee's projected civilian basic pay to the allocated military pay and allowances for each civilian pay period. If an employee is affected by a furlough from his or her Federal position while on active duty, the Air Force must reduce the employee's projected civilian basic pay during any pay period in which furlough time off occurs. If the allocated military pay and allowances are greater than or equal to the projected civilian basic pay adjusted for furlough time off, no reservist differential is payable for that pay period. If the projected civilian basic pay (as reduced to account for furlough time off) is greater than the allocated military pay and allowances, the difference represents the unadjusted reservist differential.

**48. Will there be an impact on an employee's General Schedule or Federal Wage System within-grade increases (WGI) waiting period if the employee is affected by an administrative furlough while in an Absent – Uniformed Service status?**

No. A furlough has no impact on an employee's General Schedule or Federal Wage System WGI waiting period if the employee is affected by a furlough while in an Absent – Uniformed Service status (i.e., called to active duty). An absence for the purpose of engaging in military service is creditable service in the computation of waiting periods for successive WGIs when an employee returns to a pay status through the exercise of a restoration right provided by law, Executive Order, or regulation.

**Employee Assistance**

**49. What resources are available if an employee needs assistance during a furlough period?**

Contact your Civilian Personnel Section for information on local employee assistance programs or local community resources to assist employees during the furlough period. Some employee assistance programs (EAP) include limited counseling services. Bargaining unit employees may also contact their union representatives.

**1) Will overtime/comp time be permitted during this period of furlough for urgent/short notice taskers?**

Management may not direct overtime (including credit hours, compensatory time, night or weekend work) to offset furlough. Supervisors may not order furloughed employees to make up the time spent on furlough by working longer hours on regularly scheduled work days. AF/A1PC is planning to issue additional guidance on the use of overtime/comp time during regular work days. We will publicize that information when received.

**2) Will the Civilian Fitness program be suspended during the furlough period?**

Air Force has not notified AFMC to suspend civilian fitness and wellness time during a furlough period. However, should there be a furlough, we do foresee the allotted physical fitness and wellness time being affected.

**3) If an employee sustains a traumatic injury at work and is receiving Federal Employees' Compensation Act (FECA) wage-loss compensation, or receives continuation of pay (COP), what impact does the furlough have on their compensation?**

An employee who is receiving workers' compensation payments will continue to receive workers' compensation payments during a furlough and will continue to be charged LWOP.

**4) What is the impact on part time/job share employees? Will they be required to take the full 8 hours per week, or will their furlough days be pro-rated accordingly?**

Furlough requirements for part-time employees are pro-rated by computing the furlough days as furlough hours in the same proportion to those hours scheduled for full-time employees working 80 hours biweekly, based on work schedules. (The hours of furlough are computed as a percentage of the work schedule for full-time employees working 80 hours biweekly. For example, a part time work schedule of 64 hours a pay period would equate to  $64/80$  of a full-time work schedule, or 80 percent. This percent could then be multiplied by the number of hours that a full-time employee is furloughed. The same method of proration would be used for uncommon tours of duty. For example, to derive the hours of furlough for an employee working 144 hours a pay period, a factor of  $144/80$ , or 180 percent, would be multiplied by the number of hours of furlough designated for full-time employees working 80 hours biweekly.)