



# Notice of Intent for Voluntary Furlough

In accordance with the Voluntary Furlough Program, I have selected to take an unpaid leave of absence from work. In order to participate in the program, you must complete this form and submit it to HR no later than the day *before* the first day of the quarter. The absence I request is for the quarter period of: (circle one of the below)

Quarter 1  
July 1 - Sept. 30

Quarter 2  
Oct. 1 - Dec. 31

Quarter 3  
Jan 1 - March 31

Quarter 4  
April 1 - June 30

Pursuant to this program, I understand:

- This time must be taken in one-day increments.
- I will remain employed and maintain benefits during this time period.
- If taking 10 or more cumulative days within a calendar month, I will not earn any annual and/or sick leave as provided by policy for that month.
- Any voluntary furlough days will be credited toward any potential mandatory furlough days during the current fiscal year.
- I will still need to submit the request for these days off through the normal time off request process using the Voluntary Furlough designation.

Voluntary furlough days must be approved by the employee’s supervisor to ensure that all operational needs can be met within the department.

By signing this document, I certify that I have read and understand the provisions of the Voluntary Furlough Program, and I am voluntarily electing to participate.

Employee’s Full Name (please print): \_\_\_\_\_

Employee’s T-Number: \_\_\_\_\_ Employee’s Department: \_\_\_\_\_

Days requested as unpaid Voluntary Furlough:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_ I have reviewed and approve this employee’s request as stated above.

\_\_\_\_ I have reviewed and deny this employee’s request for participation in the Voluntary Furlough Program.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

After completion of this form, it should be submitted to the Human Resources department for review. After approval, it will be forwarded to payroll. For any questions, please contact Human Resources at (479) 968-0396 or [hr@atu.edu](mailto:hr@atu.edu).