

Friday, July 10, 2020 (2:34 pm)
– Administrative Furlough Information

Dear Colleagues,

As was announced in [K-State Today](#) and discussed in the [Town Hall meeting](#) this morning by President Myers, Provost Taber, and VPHCS Stephens, multiple colleges and units will implement administrative furloughs in addition to the [emergency furloughs](#) currently activated. HCS has created a website with [Administrative Furlough Information and Guidance](#) with information regarding the K-State administrative furlough plans, navigating administrative furlough training, and guidance for supervisors with employees on administrative furlough.

If you are included in the administrative furlough, you will receive notification today via email. After reading your furlough notification, I encourage you to review the [Administrative Furlough FAQs](#) to help answer any questions you may have. Please note that exempt employees will have the option to choose if they prefer to take the required furlough days or a voluntary salary reduction. There is specific information in the FAQs describing this, including question #26 that includes a chart outlining these two options to help you decide which option is best for you.

K-State employees experiencing financial hardships because of COVID-19 furloughs may apply for funding through the [#KStateStrong Emergency Response Funds](#). Employees on emergency furlough are eligible to apply for these funds now. Employees on administrative furlough will be eligible to begin applying on August 9, 2020.

As we navigate this difficult time, I want to thank each of you for your contributions to the university. If I can be of assistance or service, please let me know.

In solidarity,

Mindy

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