



May 15, 2020

Blaise Thompson  
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Dear Blaise Thompson:

The COVID-19 pandemic has dramatically changed the world we live in and our campus operations. As Chancellor Blank pointed out in her recent messages to UW–Madison faculty and staff, protecting the health and safety of our community is our first priority. At the same time, the costs of the crisis to the university are substantial, with an estimated loss of over \$100 million. We must take additional steps that, unfortunately, will have a direct impact on you as an employee of UW–Madison.

As part of our shared campus obligation, most faculty and staff will be part of a Campus-wide, Intermittent Furlough, which requires employees to take unpaid furlough days between now and October 2020. **During the period between May 15 and October 31, 2020, you are required to take 4 days (which equals 32 hours).** You may start using your furlough time beginning May 15, 2020 and end the furlough use no later than October 31, 2020. Failure to take all furlough time will result in either mandatory furloughs or further action to accomplish the furlough requirement.

You can take furlough time only in half-day or full-day increments. You may not take more than one furlough day per week, and your actual hours worked, paid leave time, and furlough time added together cannot exceed 40 hours during any week in which you take furlough time. You will request furlough days using the same scheduling and approval process used when requesting vacation leave. Your work unit may designate certain days when all staff will take furlough time.

**Your pay will be reduced during any pay period in which furlough time is taken.** During your furlough time, you will be on an unpaid leave of absence and must not perform work, on-site or remotely, for UW–Madison. You may not use other paid leave, such as vacation, sick, or personal holiday leave, during your furlough time to offset the unpaid leave. You will continue to be an employee of UW–Madison and will retain your employee benefits.

If you have questions or need assistance, please contact: (1) your [local human resources department](#); or (2) the Office of Human Resources at 608-265-2257 or [furlough@ohr.wisc.edu](mailto:furlough@ohr.wisc.edu).

For additional information about the Campus-wide, Intermittent Furlough, including answers to frequently asked questions, please visit <https://hr.wisc.edu/covid19/furlough>.

We also recognize this may be a difficult and stressful time for you. For counseling and well-being resources, please contact the [Employee Assistance Office \(EAO\)](#) or [LifeMatters](#) for assistance and support.

Since its founding more than 150 years ago, UW–Madison has weathered many storms, and we will get through this one together. Thank you for all your efforts to help the campus respond in this unprecedented time.

Stay well,

Mark Walters  
Chief Human Resources Officer  
Office of Human Resources