ARIZONA BOARD OF REGENTS
POLICY MANUAL

6-810 Furloughs

Revision Dates

11/19/2026, 9/27/2018, 12/10/2010, 4/30/2009 (adopted)

1. The purpose of this policy is to provide an option for University Presidents and the Executive Director of the Board to respond to severe budget constraints, including those that arise from substantial reductions in state appropriations, the occurrence of natural or physical disasters, terrorism, or a public health emergency.

2. A President who wishes to implement or amend a furlough plan must first provide a copy of the furlough plan to and receive approval from the Board Chair and the Executive Director of the Board. The Executive Director of the Board must provide a copy of the furlough plan to and receive approval from the Board Chair. Once approved the president may implement the furlough plan, in accordance with applicable law.

3. Under a furlough plan, categories of university and board office employees (which may include administrative, faculty, professional, and university staff as determined by the President and Executive Director of the Board) are required to take time off work without pay, which will effectively reduce the compensation of these employees during the fiscal years when the furlough plans are in effect.

4. Employees shall not be required to work in their areas or perform official duties during a period of furlough.

5. The furlough plan for an individual university or the board office must identify the category or categories of employees to be affected by the furlough, the number of days of the furlough, and other issues specific to implementation at that university or the board office.

6. The plan shall be implemented in a manner that ensures the continuation of essential services with minimum disruption to the institutions, particularly with respect to the maintenance of class schedules, essential student services, campus safety, and institutional patient care activities.

7. No vacation or sick leave pay, compensatory time pay, or any other form of paid leave may be used in lieu of the time off without pay assigned to a period of furlough. No overtime or compensatory time may be granted to compensate an employee for the loss of pay resulting from a period of furlough.

8. No reduction of employment health or leave benefits may be required as a result of implementation of the furlough plan.

9. The universities and the board office shall provide regular status updates to that committee on implementation of and any changes to their plans.

10. The plan must reflect the best interests of the Arizona university system.

11. The furlough plan may take into account employee compensation levels or employment categories in establishing the number of furlough days required by the plan.

Policy History

4/30/2009 Approved by the Board on second reading.

12/10/2010 Policy revision approved by the Board on second reading.

9/27/2018 Policy revised to reflect “Executive Director” of the Board in place of “President.”

11/19/2026 Policy revision approved by the Board on second reading.

Related Information