

# New, Voluntary Unpaid Furlough Plan

September 1, 2020, Tuesday

With the COVID-19 pandemic causing continued uncertainty for many of us around child care and similar issues, the Mount Sinai Health System is creating a voluntary furlough system to offer full-time employees who need it—additional flexibility in their schedules this fall.

Employees who enroll in this program will be able to take unpaid leave from their Mount Sinai jobs, in increments of four continuous weeks at a time, while retaining full medical benefits through the furlough period. Specifically:

- The furlough must be requested at least three working days before its start date, and before the department's or work unit's schedule for the month is finalized;
- It requires manager approval, which is based on operational and departmental needs;
- It must begin on a Sunday and end on a Saturday to be consistent with the MSHS regular work week;
- Employees may request additional four-continuous-week furlough periods, which may be granted at Mount Sinai's discretion; if more people in a unit request furloughs in a given period than can be accommodated, we will rotate the furloughs so that all have a chance to participate;
- Mount Sinai may end this voluntary furlough program at any time.

At the end of the four-week furlough period, the employee will be required to return to full duty unless an additional furlough period is approved. Once returned to the payroll, employees who have a cost share for benefits will be required to pay via payroll deduction the employee cost-share portion of health insurance premiums that was due during the furlough period.

When furloughed employees return to work, Mount Sinai will make every effort to keep the employee on the same shift they had before the furlough. It is, however, possible that the employee returning from furlough will have to be assigned to a different shift, for example, if other employees in the same department who work on a different shift are furloughed and coverage is needed until they return.

Members of the Faculty are not included in the program. Mount Sinai has offered the program to 1199 and NYSNA. Any eligibility updates will be shared in future broadcasts.

For more information about this program, please email [furlough\\_questions@mountsinai.org](mailto:furlough_questions@mountsinai.org).

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