

Date: January 31, 2008

To: Bruce Chrisman  
From: Borys Jurkiw, Amanda Petersen  
Cc: Kay Van Vreede  
RE: H-1B Furlough Policy

### **H-1B Furlough Policy Statement.**

Effective February 1, 2008, the Laboratory is initiating an intermittent (discontinuous) furlough due to a sudden and unexpected lack of funds to operate. As noted, all employees will be subject to the furlough or temporary non-duty, non-pay status.

Accordingly, the Laboratory's H-1B employees who are working in the U.S.A. will be re-characterized as part-time employees effective February 1, 2008. They must work between 30 and 40 hours per week, for a total of no more than 152 hours per month. There may be no more than 2 non-work days within a work-week, excluding vacation or other paid leave days. The employee and his or her manager/supervisor must pre-determine the employee's work schedule before the beginning of each 2-month furlough period. The manager/supervisor is responsible for ensuring that the employee complies with this policy, and must affirmatively attest that the employee has worked no more than 152 hours each month by signing a form submitted on a monthly basis to Records, in WDRS. The employee may arrange the non-work time and vacation or other paid leave days to yield 4 or more days across 2 or more weeks – *e.g.* by taking Thursday and Friday of one week, Monday and Tuesday of the following week, and adding as many days of vacation as desired.

Approved

Signed: \_\_\_\_\_