

2020 - 2021 FURLOUGH PERIOD REQUEST AND APPROVAL

Employee Name: _____

Employee Signature

Date Signed

Supervisor Name: _____

Supervisor Signature

Date Signed

Furlough Week	Mark "X" Next to Selected Furlough Week		Furlough Week	Mark "X" Next to Selected Furlough Week
12/14/20 - 12/18/20			3/22/21 - 3/26/21	
1/4/21 - 1/8/21			4/5/21 - 4/9/21	
1/11/21 - 1/15/21			4/12/21 - 4/16/21	
1/18/21 - 1/22/21			4/19/21 - 4/23/21	
1/25/21 - 1/29/21			4/26/21 - 4/30/21	
2/1/21 - 2/5/21			5/3/21 - 5/7/21	
2/8/21 - 2/12/21			5/10/21 - 5/14/21	
2/15/21 - 2/19/21			5/17/21 - 5/21/21	
2/22/21 - 2/26/21			5/24/21 - 5/28/21	
3/1/21 - 3/5/21			6/7/21 - 6/11/21	
3/8/21 - 3/12/21			6/14/21 - 6/18/21	
3/15/21 - 3/19/21			6/21/21 - 6/25/21	

Completed request forms with supervisor approval must be received by the Office of Human Resources at least one month prior to the planned furlough week.