



READINESS AND FORCE  
MANAGEMENT

**ASSISTANT SECRETARY OF DEFENSE**  
4000 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-4000

SEP 19 2013

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Furlough – Treatment of Excess Furlough Hours

This memorandum provides guidance regarding the treatment of furlough hours in excess of the Department's six day or 48 hour furlough requirement.

In a memorandum dated August 6, 2013, the Secretary of Defense directed furloughs for most Department of Defense (DoD) civilians be reduced from 11 days (88 hours) to six days (48 hours), and that most employees should complete their six furlough days by August 17, 2013. Further, that all civilian employees, unless exempted from furloughs or governed by special rules, (such as those employees newly hired from outside the DoD), must complete six days (48 hours) of furlough. If this was not accomplished by August 17, 2013, it must be accomplished in a timely manner and before the end of the fiscal year.

There may be instances where an employee has taken more furlough days than required by the Secretary's August 6<sup>th</sup> memorandum due to taking furlough days in a manner other than one day per week, two days per pay period. Any furlough hours that exceed the six day (48 hour) requirement may be replaced, upon an employee's request, by annual leave, military leave, home leave, compensatory time-off, credit hours, or time-off awards, provided the employee had sufficient leave in the category requested at the time of the furlough occurrence. Any leave substitution for furlough hours will be calculated at the same rate of pay the employee would have received had he or she used the leave category at that time. In the event an employee does not have sufficient leave in any applicable category to cover the excess furlough hours, or the employee elects to not substitute leave, excess furlough time will remain as unpaid time.

Generally, while the Department does not endorse the use of excused absence to substitute for employee-initiated excess furlough time, it will be used only for these situations in which excess furlough time resulted from a management-directed action.

As the substitution of leave is subject to collective bargaining, all collective bargaining obligations must be met prior to implementing any changes for bargaining unit employees based on this guidance.

If you have questions or would like additional information, my point of contact is Mr. Seth Shulman, whom you may reach at (571) 372-1617 or Seth.Shulman@cpms.osd.mil.

Sincerely,

A handwritten signature in black ink, appearing to read "F. E. Vollrath", is written over a horizontal line.

F. E. Vollrath

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