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**FURLOUGH MEMO**

To: *Insert Direct Leader*

Date:

From: *Insert Department Leader*

**JUSTIFICATION:**

Provide details on the funding changes that necessitate this furlough, including specific dates, amounts and any relevant budget constraints.

Describe the Organization and Department(s) that would be impacted including the current and proposed organizational structure.

How will the current workload of this department be distributed during this furlough?

List the position(s), and incumbents in the positions, that are identified for a Furlough.

What is the proposed timeline for the Furlough, including beginning and ending dates?

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**Leader Signature Leader Printed Name** **Date**

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**Divisional Leader Signature Divisional Leader Printed Name** **Date**

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**Chief HR Officer Signature Chief HR Officer Printed Name**  **Date**