

GUIDELINES FOR SELECTING FACULTY CHOICE FURLOUGH DAYS

- **Twelve-month faculty** shall be subject to 24 days furlough between July 1, 2009 and June 30, 2010 - 8 in Fall, 8 in Spring, and 8 in Summer. Faculty shall take no more than two (2) furlough days in a calendar month. Faculty shall not be permitted to observe more than one (1) furlough day in a week. The exception to this rule is that a faculty member may take up to 4 days in one month and they may be taken any pattern – single days or grouped.
- **Ten-month faculty** shall be subject to 20 days furlough between July 1, 2009 and June 30, 2010. Faculty shall not be permitted to observe more than one (1) furlough day in a week. The exception to this rule is that a faculty member may take up to 4 days in one month and they may be taken any pattern – single days or grouped.
- Please note that Academic Year faculty are subject to two common faculty furlough days in November. Per the CFA-CSU furlough agreement, counselors, librarians and coaches **are not subject** to the common faculty furlough days.
- Certification forms are due by August 26, 2009. Forms may be turned in as either a hard copy or an electronic copy. If forms are submitted electronically the email shall serve as the signature. Please write “see email” on the signature line.
- **Meeting the August 26, 2009 deadline is important.** After consultation with your administrator, as needed (by email, phone, or in person) your furlough schedule will be finalized. If a faculty member fails to submit the furlough certification, the CFA-CSU furlough agreement allows for the administrator to assign furlough days for that faculty member.
- Appropriate administrators are as follows:
 - Coaches – Tom Seitz (tseitz@csusm.edu)
 - Counselors – Karen Nichols (knichols@csusm.edu)
or John Segoria (jsegoria@csusm.edu)
 - Librarians – Marion Reid (mreid@csusm.edu)



**CALIFORNIA STATE UNIVERSITY SAN MARCOS
2009 – 2010 FACULTY FURLOUGH PROGRAM**

**CERTIFICATION BY 10 MONTH FACULTY MEMBER
(Coaches)**

DUE BY AUGUST 26, 2009

**Place your furlough dates
on the appropriate line.**

		AUGUST/SEPTEMBER							OCTOBER						
		S	M	T	W	T	F	S	S	M	T	W	T	F	S
August	_____	23	24	25	26	27	28	29	4	5	6	7	8	9	10
		30	31	1	2	3	4	5	11	12	13	14	15	16	17
		6	7	8	9	10	11	12	18	19	20	21	22	23	24
September	_____	13	14	15	16	17	18	19	25	26	27	28	29	30	31
		20	21	22	23	24	25	26							
		27	28	29	30										
October	_____														
November	_____														
		1	2	3	4	5	6	7	6	7	8	9	10	11	12
		8	9	10	11	12	13	14	13	14	15	16	17	18	19
		15	16	17	18	19	20	21	20	21	22	23	24	25	26
		22	23	24	25	26	27	28	27	28	29	30	31		
December	_____	29	30												

TOTAL FURLOUGH DAYS = 9

Green Days = Academic Days

Pink Days = Holidays

In accordance with Paragraph 5.b. of the Furlough Agreement dated July 28, 2009, between The California State University and the California Faculty Association, I certify that:

- I. I will not work on mutually agreed or assigned furlough days; and
- II. I will not work beyond the duties assigned for any week in which I have one or more furlough days.

Print Name: _____

Department: _____

College: _____

Signature: _____ Date: _____

APPROVED:

Department Chair: _____ Date: _____

Dean/Director's Signature: _____ Date: _____



**CALIFORNIA STATE UNIVERSITY SAN MARCOS
2009 – 2010 FACULTY FURLOUGH PROGRAM**

**CERTIFICATION BY 12 MONTH FACULTY MEMBER
(Librarians, Coaches and Counselors)**

DUE BY AUGUST 26, 2009

**Place your furlough dates
on the appropriate line.**

(You must choose two days in August)

		AUGUST/SEPTEMBER							OCTOBER						
		S	M	T	W	T	F	S	S	M	T	W	T	F	S
August	_____	23	24	25	26	27	28	29	4	5	6	7	8	9	10
		30	31	1	2	3	4	5	11	12	13	14	15	16	17
		6	7	8	9	10	11	12	18	19	20	21	22	23	24
September	_____	13	14	15	16	17	18	19	25	26	27	28	29	30	31
		20	21	22	23	24	25	26							
		27	28	29	30										
October	_____														
November	_____	1	2	3	4	5	6	7	6	7	8	9	10	11	12
		8	9	10	11	12	13	14	13	14	15	16	17	18	19
		15	16	17	18	19	20	21	20	21	22	23	24	25	26
		22	23	24	25	26	27	28	27	28	29	30	31		
December	_____	29	30												

TOTAL FURLOUGH DAYS = 8

Green Days = Academic Days

Pink Days = Holidays

In accordance with Paragraph 5.b. of the Furlough Agreement dated July 28, 2009, between The California State University and the California Faculty Association, I certify that:

- I. I will not work on mutually agreed or assigned furlough days; and
- II. I will not work beyond the duties assigned for any week in which I have one or more furlough days.

Print Name: _____

Department: _____

College: _____

Signature: _____ Date: _____

APPROVED:

Department Chair: _____ Date: _____

Dean/Director's Signature: _____ Date: _____

Academic Calendar 2009-10

Faculty Preparation Day (includes Convocation)
(Weekday) Instructional Day
Saturday class day; (not counted as an Academic Work Day)
Final Exam Day (note that Saturday is an Academic Work Day)
Evaluation Day, "Other Days," and Grades Due Day
Commencement (not an Academic Day)
University Holiday (Date required by Board of Trustees Policy)
University Holiday (May have been moved from some other holiday date)
Spring Break Week

August 2009

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2009

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2009

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2009

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2009

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2010

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2010

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2010

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2010

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2010

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					