

San Francisco State University 2009-2010 Furlough Program  
**FALL 2009 FURLOUGH AGREEMENT**

**August 1, 2009 – December 31, 2009**

**FOR ADMINISTRATORS, STAFF & 12 MONTH FACULTY  
INSTRUCTIONS FOR COMPLETION OF THE FALL 2009 FURLOUGH AGREEMENT**

Last Name, First Name:	Your legal name as it appears on your Social Security Card
SFSU ID:	Your nine digit employee identification number
Classification:	The classification of the position you hold, NOT your working title, e.g. Administrative Analyst/Specialist
Pay Plan:	12/12: You work 12 months and are paid in 12 months 11/12: You work 11 months, and are paid in 12 equal installments 10/12: You work 10 months and are paid in 12 equal installments
Time Base:	Full Time: 40 hours Part Time: Less than full time %: # of hours per week divided by 40, e.g. 32 hours / 40 = 80%
FLSA:	NON-EXEMPT - classifications or skill levels that are considered non-exempt from the overtime provisions under the FLSA "White Collar" Standard Duties tests. EXEMPT – classifications or skill levels that are considered exempt

**Sample**

Please print: Smith, Jean Cable 9000000009  
Last Name, First Name SFSU ID

Classification: Admin Support Coordinator II Department: Admissions & Records

Pay Plan: X 12/12 \_\_\_ 11/12 \_\_\_ 10/12 \_\_\_ Other: Specify \_\_\_\_\_

Time Base: \_\_\_ Full-time X Part-time: Indicate % 80 FLSA Status: \_\_\_ Exempt X Non-Exempt