

**REQUEST FOR VOLUNTARY FURLOUGH PROGRAM**

Name\_\_\_\_\_

Date:\_\_\_\_\_

Title\_\_\_\_\_

Z#\_\_\_\_\_

I have read and understand the procedures and requirements for participation in the Voluntary Furlough Program

\_\_\_\_\_  
Signature/Date

Option 1: \_\_\_\_\_

Option 2: Reduced Days Per Pay Period

\_\_\_ Workdays per pay period reduced for the following dates as specified:

Option 3: Reduced Weeks Per Year

\_\_\_ Workweeks per year reduced for the following dates as specified: