



**NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE
MANDATORY FURLOUGH DAY REQUEST FORM**

The following dates have been selected for the Mandatory Furlough Days 2009 / 2010:

Friday, August 7, 2009 - Friday, November 27, 2009 - Thursday, December 24, 2009

- All full-time and part-time **Classified** staff members must take the fixed furlough days.
- All full-time **Professional** staff members are strongly encouraged to take the fixed furlough days, if possible, to help the college realize maximum savings by allowing the closure of all buildings on campus.
- All three mandatory furlough days must be taken by **JUNE 3, 2010.**

Please complete all required blanks to request your furlough day and send via e-mail to your supervisor at least one week in advance of the requested day.

NAME:

Date Submitted:

FURLOUGH DATE REQUESTED:

- *Please remember to use the timesheet code **LFRL** when recording your time for this date.*

To be completed by Supervisor:

Approved

Not Approved

Supervisor's Signature:

Date:

Copy to Dean