

# THE NAVAJO NATION

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JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE-PRESIDENT



## MEMORANDUM

TO : DIVISION DIRECTORS, DEPARTMENT AND PROGRAM MANAGERS  
EXECUTIVE BRANCH AND LEGISLATIVE BRANCHES

FROM : *Tonia W. Becenti*  
Tonia W. Becenti, Human Resources Director  
Department of Personnel Management

DATE : May 7, 2020

SUBJECT: FURLOUGH PROCEDURES

Attached for your information is a copy of the Furlough Procedures. These procedures are to provide guidance to supervisors/managers when addressing furlough personnel actions involving the placement of seasonal employees into temporary non-duty non-pay (leave without pay) status pursuant to the Navajo Nation Personnel Policies Manual.

Should you have any questions, please contact the Department of Personnel Management at (928) 871-6330. Thank you.

Attachments

### DISTRIBUTION

XC: Dr. Perphelia Fowler, Division Director, DHR  
Maggie Benally, Acting Superintendent of Schools, DODE  
Dr. Rudy Shebala, Division Director, DNR  
File



**PROCEDURES  
EXECUTIVE AND LEGISLATIVE BRANCHES  
DEPARTMENT OF PERSONNEL MANAGEMENT**

SECTION:	LEAVE ADMINISTRATION	NO. 20-X-005
SUBJECT:	FURLOUGH PROCEDURES	RELEASE DATE: 5/07/2020
CROSS REFERENCE:	Navajo Nation Personnel Policies Manual (NNPPM), Section V. A.3. Employment Status; X. Leave Administration, E. Furlough; XV.B. Termination of Employment	REVISION DATE:
REVIEW:	DEPARTMENT OF JUSTICE REVIEW	DOJ REVIEW DATE: 5/07/2020

**PURPOSE**

To provide guidelines for programs when addressing furlough personnel actions involving the placement of seasonal employees into temporary non-duty non-pay (leave without pay) status pursuant to the Navajo Nation Personnel Policies Manual and applicable laws and regulations.

**APPLICABILITY**

These procedures shall apply to all seasonal employees of the Executive and Legislative Branches.

**DEFINITIONS**

**Furlough:** the placement of a Seasonal employee into temporary non-duty non-pay (leave without pay) status due to lack of work, closure of facilities for a specific period of time, or closure due to circumstances beyond the control of the program.

**Seasonal:** employees who work less than one year on a full or part-time basis due to the nature of the position and/or funding level. Seasonal employment is usually applicable to jobs that occur on an intermittent or seasonal basis.

**PROCEDURES**

The following procedures shall be utilized when placing seasonal employees on furlough status.

1. The Department Manager is responsible for verifying continued funding for the next season or intermittent employment as soon as possible.
2. Upon verifying continued funding, the Program Manager shall submit a list of the employees who will be placed on furlough status to the Department of Personnel Management (DPM). The list shall include:
  - a. Employee's name
  - b. Employee's ID (AB) number or Social Security number
  - c. Last work day before furlough start
  - d. Start date of furlough
  - e. Proposed return from furlough date
3. The effective date of the employee's start of furlough status shall be the next working day following the employee's last day worked.
4. The Program Manager shall provide written notice of the furlough to each furloughed employee no later than 15 calendar days prior to the beginning of the furlough period. The employee's acknowledgment of receipt is required. The notice shall include:
  - a. the start date of the furlough,
  - b. the date of return to duty, and
  - c. the employee's leave-without-pay status.
5. Upon the employee's receipt of written notification of furlough, the program and the employee are responsible for making arrangements for the payment of insurance premiums during the furlough period with the Employee Benefits Program.
6. A Start of Furlough Personnel Action Form (PAF) and a copy of the written notice signed by the employee must be submitted to the DPM to officially place the employee on furlough status. Should the employee refuse to sign the written notice, the supervisor should write "Refused to Sign" on the employee's acknowledgment of signature line. Should the employee be unavailable or unable to sign the furlough notice, the employee and the supervisor must provide an alternative, written verification that the employee received the notice.
  - a. The employee's signature on the PAF is preferred, but not required. If the employee is unavailable, then the PAF may indicate UNAVAILABLE FOR SIGNATURE. Should the employee refuse to sign the PAF, the supervisor should write "Refused to Sign" on the employee's signature line.
  - b. The Department's Release Signature is required.
  - c. If the position is funded by contract or grant, the Office of the Controller (OOC) Contract Accounting Section's verification of funds availability is required.

7. A program may also request to have the Start of Furlough PAF automated by DPM, as follows:
  - a. Submit a Request for Automation of PAF Form, accessible on DPM's website at [www.dpm.navajo-nsn.gov](http://www.dpm.navajo-nsn.gov) along with an approved budget, budget revision or budget modification to DPM within seven (7) working days before the actual payroll run. The Request for Automation of PAF Form is subject to review and approval by DPM. There will be **no exceptions** to this deadline.
  - b. Each program is responsible for obtaining the required signatures on the Request for Automation Form prior to submitting the request to DPM. Approval signatures are required from the following:
    - i. Contracting Officer with the Contracts & Grants Section of the Office of Management & Budget (OMB); and
    - ii. Controller with the Office of the Controller
8. The Program Manager shall also ensure that each employee on furlough status receives written notice of the date to return to duty no later than 15 calendar days prior to the effective date of return, with a copy to DPM.
9. Each employee shall be provided a written record of his/her accrued annual and sick leave hours before going on furlough. The accrued hours shall be maintained until the employee returns to active duty and pay status or until the employee's employment is terminated.
10. A seasonal employee on furlough status may only obtain temporary employment with the Navajo Nation during the furlough period if he or she wishes to retain the regular status position from which he or she was furloughed.
11. If the employee does not wish to return to the program placing him/her on furlough, he or she must submit a written resignation to his or her supervisor to officially clear the employee to obtain other Navajo Nation employment.
12. A Return from Furlough PAF must be submitted to DPM for the employees returning to duty and pay status at least 10 days prior to their Start Date, and include the following:
  - a. A copy of the written notice to return from furlough acknowledged by the employee.
  - b. Employee's signature is preferred; however, if the employee is unavailable, the PAF can indicate UNAVAILABLE FOR SIGNATURE.
  - c. Department's Acceptance Signature is required.
  - d. If the position is funded by contract/grant, the OOC Contract Accounting's verification of funds availability is required.

- e. The automation of Return from Furlough Status PAF may also be automated as outlined in 7. a and b above.
13. Employees provided written notice to return to work and who fail to report by the established return to duty and pay status date may be subject to termination.
  14. The furlough period cannot exceed six months from the date of furlough.

**REQUIRED FORMS**

Personnel Action Form (PAF)

Written Notice of Furlough

Written Notice of Return from Furlough