



STATECIVILSERVICE

Impacts on Employees During a Furlough Without Pay

A furlough is a period of leave without pay (LWOP) required by an Appointing Authority to avoid a layoff. In accordance with State Civil Service Rules – [Chapter 17](#) - Layoff Avoidance Measures, an employee may be furloughed for up to 240 hours in any consecutive 12-month period with the approval of the State Civil Service Director. Request for furloughs exceeding 240 hours requires approval of the State Civil Service Commission.

The following outlines how continuous LWOP during an approved furlough may affect employment benefits and related programs.

Paid Leave

- All previously approved paid leave is cancelled.
- Paid leave (annual, sick, holiday, etc.) may not be used during a furlough.
- Employees do not earn annual or sick leave while in LWOP status.

Parental Leave

- Paid Parental Leave is suspended during the furlough period.
- The 12-week eligibility period remains based on the original date of the qualifying event (this period is not extended).

Family and Medical Leave Act (FMLA)

- FMLA leave entitlement is suspended during the furlough.
- The FMLA eligibility period remains based on the first date of FMLA usage.

State Service

- LWOP for 30 or more days due to a furlough does not affect the employee's Adjusted Service Date or Leave Service Date.

Health Insurance

- LWOP for 30 or more days may affect the payment of employee health insurance premiums.
- Agency Human Resources Office will provide additional information regarding coverage and payment options.

Supplemental Insurance

- LWOP affects payment of employee supplemental insurance premiums.
- Employees should contact their Human Resources Office for information on continuation options.

Retirement Contributions

- Retirement contributions are not made during periods of LWOP.
- Service credit for retirement purposes may be affected.
- Employees should contact their appropriate retirement system for more information.

Worker Compensation

- Workers' Comp payment will continue during a furlough.
- Leave buy-back options are not available during LWOP.

Deferred Compensation

- Employees may be eligible to request a distribution from their 457(b) deferred compensation account due to a furlough status.
- Withdrawals from the plan are permitted in cases of an unforeseeable emergency, as defined by IRS regulations and the plan's provisions.
- Please contact the plan administrator to determine eligibility and initiate the application process. <https://louisianadcp.empower-retirement.com/participant/>

Unemployment

- Employees may be eligible for unemployment benefits after the first seven (7) days of furlough.

For further assistance, employees should contact their agency's Human Resources Office, or the relevant regulatory agency. State Civil Service encourages employees to review all information carefully to understand how a furlough may affect individual benefits and employment status.