



Date: March 14, 2025
To: Board of County Commissioners
From: Carrie Garcia, Human Resources
Subject: Furlough Recommendations

As the County is facing a financial exigency, to balance the County's General Fund budget, the recommendation is to furlough staff in the General Fund for 19 days equal to a 7.31% pay reduction. This reduction in pay will be smoothed across the 2025-2026 fiscal year so as to limit the financial impact on employees should they take multiple furlough days at one time.

It is our recommendation that all staff within a department that falls under the general fund either fully or partially, furlough for the full 19 days. This will create uniformity across staff within the departments.

Per the union contract, the County must allow employees to designate 10 of the furlough days as they choose. We are recommending the County designate the following 5 days as closure days for the Courthouse and the departments that are affected by the furloughs:

- December 26, 2025
- March 27, 2026
- April 10, 2026
- May 22, 2026
- June 22, 2026

This will allow employees or departments to designate 14 of the furlough days as they choose. Also, by designating days toward the end of the fiscal year, should the County need to rescind some of the furlough days, we will have the flexibility to do so.