

NEW MEXICO SCHOOL FOR THE ARTS
HIGH SCHOOL

FURLOUGH POLICY

A furlough day is defined as temporary unpaid leave of some or all employees due to special needs of the school, because of adverse economic conditions. These involuntary furloughs may be short or long term, and those affected may seek other temporary employment during that time.

This Policy applies to all school employees (faculty and staff).

The Head of School shall promulgate a regulation for the enforcement of this policy. Said regulation shall include:

- The grounds for justifying furlough days;
- The timing of the furlough days and the preparation of a furlough day plan;
- A determination of the need for furlough days;
- Criteria for the selection of employees for furloughs, based upon a study of school personnel. This shall include criteria for:
 - a. licensed personnel;
 - b. non-licensed personnel;
- A procedure for the recall of staff on furlough.

The Council shall consider the recommendations of the Head of School for the plan for furlough days at a duly-called board meeting.

This Furlough Policy was amended by the Governing Council of the New Mexico School for the Arts, effective July 11, 2014.

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ATTEST;



SHERRY THOMPSON, Chair
of the Governing Council



PAULA TACKETT, Secretary
of the Governing Council