



**VOLUNTARY FURLOUGH PROGRAM (VFP)  
APPLICATION FOR PARTICIPATION**

**Application Date:** Click or tap to enter a date.

**Name:** Click or tap here to enter text.

**Title/Position:** Click or tap here to enter text.

**M Number:** Click or tap here to enter text.

**Department:** Click or tap here to enter text.

**Requested Furlough Start Date:** Click or tap to enter a date.

**Requested Furlough End Date:** Click or tap to enter a date.

**Home Address:** Click or tap here to enter text.

**Non-MCC Email:** Click or tap here to enter text.

**Non-MCC Phone Number:** Click or tap here to enter text.

**BY SUBMITTING THIS APPLICATION, I acknowledge and understand the following statements.**

1. Participation in the VFP is non-mandatory and that, by signing below, I am applying to participate of my own free will.
2. Information about the requirements and benefits of the VFP have been made available to me by the College, including a frequently asked questions document, and I have read those materials and understand the terms of the program.
3. Participation in the VFP is not a right and the College must approve my application to participate.
4. This application does not guarantee approval of my participation in the VFP.
5. The determining factor in approving my participation is the inability to perform available work.
6. If approved for participation, I remain on active status but do not report to work, do not earn a wage, and cannot perform work in any capacity during the furlough period.
7. I understand it is my responsibility to apply for unemployment benefits during the unpaid voluntary furlough period and I further understand that neither the College nor the union has any control or input into whether this benefit will remain available through the duration of my furlough.
8. I understand that, during the time that I am on an unpaid furlough, I may not earn service credit in the retirement system and no retirement contributions will be made on my behalf.
9. If College operations require my early recall from furlough, a minimum of one week's notice will be provided to me.
10. This VFP is not a substitute for current College policies on layoff or termination and does not contravene or interfere with any provisions of any of the collective bargaining agreements to which the College is a party.

X

\_\_\_\_\_  
Employee Signature

.....  
College Officer Review:  Approve  Deny

X

\_\_\_\_\_  
College Officer Signature

**Submitted to HR:** Click or tap to enter a date.