

Restructuring Information Handbook Module 5

Reduction in Force Furlough

Unit G, Detailed Index to Module 5 (August 2003 version)

Introduction

The U.S. Office of Personnel Management developed the **Restructuring Information Handbook** to assist Federal agencies in identifying the mandatory statutory and regulatory procedures that apply to restructuring situations.

The Handbook also offers agencies options for minimizing or even eliminating the disruption that often results from restructuring.

There is no requirement for Federal agencies to use this Handbook. Also, the United States Court of Appeals for the Federal Circuit stated in **James v. Von Zemenszky**, 284 F.3D 1310 (2002), that: ". . . OPM's Restructuring Information Handbook is not a formal regulation, but merely an informal statement of agency views."

The structure of the Handbook assists the user in locating as much or as little restructuring information as the user needs. Some Modules contain only one **Unit** in addition to the two index units, while other Modules have two or more Units.

For subjects with mandatory statutory or regulatory requirements, **Unit A (Mandatory Requirements)** provides the user with a crash course on the subject in Section 1, and also with detailed information, complete with citations of requirements contained in law and regulation.

When appropriate, **Unit B (Guidance)** provides the user with useful guidance, including key appeals decisions from appellate bodies such as the Merit Systems Protection Board.

The summaries of appeals decisions are guidance prepared by individual OPM employees. The appeals summaries do not represent official summaries approved by OPM, the Board, or other appellate organizations, and are not intended to provide legal counsel or to be cited as legal authority. Instead, the appeals summaries inform and help the user locate relevant appellate precedents on a specific downsizing subject.

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
Restructuring Information Handbook Module 5
Reduction in Force Furlough
Unit G, Detailed Index to Module 5 (August 2003 version)

Unit F (Basic Index to Module) and **Unit G (Detailed Index to Module)** help the user readily locate information within a specific Module.

Other Modules may contain additional Units, such as **Unit C (Appeals Index)**, and **Unit D (Samples)**.

Finally, Module 1 contains **Unit H, (Detailed Index to the Restructuring Information Handbook)**.

We welcome comments on the Restructuring Information Handbook.

Send any comments and suggestions to the Center for Talent and Capacity Policy at (202) 606-0960; FAX (202) 606-2329; or e-mail Thomas A. Glennon at taglenno@opm.gov.

Contents

OPM's Restructuring Information Handbook Modules contain the following topics:

Topic	Module	Unit(s)
Planning and Alternatives for Restructuring	1	B, F, G, H
Human Resource Responsibilities in Restructuring	2	B, F, G
Reduction in Force	3	A, B, C, D, E, F, G
Transfer of Function	4	A, B, C, F, G
Reduction in Force Furlough	5	A, B, C, F, G
Reemployment Priority List	6	A, B, C, F, G
Career Transition Assistance	7	A, F, F
Interagency Career Transition Assistance Plan	8	A, F, G
Voluntary Early Retirement	9	A, B, C, F, G
Voluntary Separation Incentive Payments	10	A, B, C, F, G

Restructuring Information Handbook Module 5

Reduction in Force Furlough

Unit G, Detailed Index to Module 5 (August 2003 version)

Introduction Restructuring Information Handbook Module 5 provides guidance on OPM's reduction in force furlough regulations published in section 351.604 of title 5 of the Code of Federal Regulations (section 5 CFR 351.604). Module 5 also summarizes OPM's adverse action furlough regulations published in subpart 5 CFR 752-D. Module 5 consists of five Units: (1) Unit A, "Required Procedures," (2) Unit B, "Guidance," (3) Unit C, "Furlough Appeals Index," (4) Unit F, "Basic Index to Module 5," and (5) "Detailed Index to Module 5." This is the August 2003 version of Unit G.

Contents This publication contains the following topics:

Topic	Begins at Page
Detailed Index to Module 5	1

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 5
 Reduction in Force Furlough
 Unit G, Detailed Index to Module 5 (August 2003 version)

SECTION NUMBER AND SUBJECT-	MORE SPECIFIC-	MOST SPECIFIC-	CITE-	UNITS-
1 ADVERSE ACTION FURLOUGH	ADDITIONAL FURLOUGH-RELATED INFORMATION	"GUIDANCE AND INFORMATION ON FURLOUGH" AVAILABLE ON OPM WEBSITE	5-A-1-6	A
9	ADVERSE ACTION REGULATIONS REQUIRED-CONTINUOUS FURLOUGH	LESS THAN 31 CONTINUOUS CALENDAR DAYS	5-A-9-1	A
9	ADVERSE ACTION REGULATIONS REQUIRED-DISCONTINUOUS FURLOUGH	LESS THAN 23 DISCONTINUOUS WORKDAYS	5-A-9-1	A
9	ADVERSE ACTION REGULATIONS-EXCLUSION	PREESTABLISHED CONDITIONS OF EMPLOYMENT	5-A-9-2	A B
9	NOTICES-ADVERSE ACTION	AGENCY MUST PROVIDE DUE PROCESS RIGHT TO RESPOND	5-A-9-4	A
9		AGENCY MUST STATE REASON FOR FURLOUGH	5-A-9-4	A
9		REQUIRES MINIMUM 30 DAYS NOTICE OF ADVERSE ACTION FURLOUGH	5-A-9-4	A
9	NOTICES-ADVERSE ACTION-EXCEPTION TO BASIC NOTICE	EXCEPTION MAY APPLY TO TIME FOR EMPLOYEE'S RESPONSE TO PROPOSAL	5-A-9-5-(b)	A
9		EXCEPTION TO MINIMUM NOTICE BECAUSE OF UNFORSEEABLE CIRCUMSTANCES	5-A-9-5	A B
9		UNFORSEEABLE CIRCUMSTANCES INCLUDES ACTS OF GOD	5-A-9-5-(a)-(2)	A B
9		UNFORSEEABLE CIRCUMSTANCES INCLUDES SUDDEN EMERGENCIES	5-A-9-5-(a)-(3)	A B
9		UNFORSEEABLE CIRCUMSTANCES INCLUDES SUDDEN EQUIPMENT BREAKDOWN	5-A-9-5-(a)-(1)	A B
9	PROCEDURES	SAME 5 CFR 752 PROCEDURES USED FOR OTHER ADVERSE ACTIONS	5-A-9-1	A B

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 5
 Reduction in Force Furlough
 Unit G, Detailed Index to Module 5 (August 2003 version)

SECTION NUMBER AND SUBJECT-	MORE SPECIFIC-	MOST SPECIFIC-	CITE-	UNITS-
9 ADVERSE ACTION FURLOUGH	PROCEDURES-ESTABLISHING COMPETITIVE LEVEL(S)	AGENCY MUST INFORM EMPLOYEE BASIS FOR SELECTION TO BE FURLOUGHED	5-A-9-3	A
9		REFERENCE TO 3-A-9 OF RIH 3	5-A-9-3	A
9		WHEN SOME BUT NOT ALL EMPLOYEES ARE FURLOUGHED FROM LEVEL	5-A-9-3	A
7 APPEALS-FURLOUGH APPEALS TO MSPB	ADDITIONAL INFORMATION ON FILING APPEALS TO MSPB	REFERENCE TO MSPB WEBSITE AT WWW.MSPB.GOV	5-A-7-1-(c)	A
7	CORRECTIVE ACTION ON APPEAL-ACTION REVERSED OR MODIFIED	BOARD MAY ORDER APPROPRIATE CORRECTIVE ACTION	5-A-7-4	A
7		INTERIM RELIEF	5-A-7-5	A
8	GRIEVANCES-BASIC RIGHT TO GRIEVE RIF FURLOUGH	NEGOTIATED GRIEVANCE PROCEDURE IN LIEU OF RIF APPEAL TO MSPB	5-A-8-1	A
8	GRIEVANCES-CORRECTIVE ACTION	ARBITRATOR MAY ORDER APPROPRIATE CORRECTIVE ACTION	5-A-8-6	A
8	GRIEVANCES-EXCEPTION TO BASIC RIGHT TO GRIEVE RIF FURLOUGH	AGENCY MUST ADVISE EMPLOYEE OF OPTION TO GRIEVE OR APPEAL	5-A-8-4	A
8		CHOICE OF GRIEVANCE OR APPEAL WITH ALLEGATION OF DISCRIMINATION	5-A-8-1	A
8		CHOICE OF GRIEVANCE OR APPEAL WITH ALLEGATION OF DISCRIMINATION	5-A-8-3	A
8		PROCEDURE FIRST INITIATED IN WRITING DETERMINES PROCEDURE	5-A-8-4	A
8	GRIEVANCES-FILING PROCEDURES	PROCEDURES CONTAINED IN COLLECTIVE BARGAINING AGREEMENT	5-A-8-5	A
8	GRIEVANCES-TIME LIMITS FOR FILING ELECTION OF PROCEDURE	NEGOTIATED AGREEMENT MAY NOT CHANGE TIME LIMITS FOR ELECTION	5-A-8-5	A

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 5
 Reduction in Force Furlough
 Unit G, Detailed Index to Module 5 (August 2003 version)

SECTION NUMBER AND SUBJECT-	MORE SPECIFIC-	MOST SPECIFIC-	CITE-	UNITS-
8 APPEALS-FURLOUGH APPEALS TO MSPB	GRIEVANCES-TIME LIMITS FOR FILING ELECTION OF PROCEDURE	NO APPEAL BEFORE EFFECTIVE DATE OF RIF FURLOUGH ACTION	5-A-8-5	A
8	GRIEVANCES-TIME LIMITS FOR FILING GRIEVANCE	TIME LIMITS CONTAINED IN COLLECTIVE BARGAINING AGREEMENT	5-A-8-2	A
7	INFORMATION TO EMPLOYEE	ADDRESS OF BOARD OFFICE WHERE APPEAL IS FILED	5-A-7-3-(e)	A
7		ANY LIMIT TO APPEAL FROM NEGOTIATED GRIEVANCE PROCEDURE	5-A-7-3-(b)	A
7		ANY RIGHT TO GRIEVE UNDER A NEGOTIATED GRIEVANCE PROCEDURE	5-A-7-3-(d)	A
7		COPY OF MSPB OPTIONAL APPEALS FORM 283	5-A-7-3-(g)	A
7		COPY OR ACCESS TO BOARD'S 5 CFR 1201 APPEALS REGULATIONS	5-A-7-3-(f)	A
7		NOTICE OF 30 DAYS TIME LIMIT TO FILE APPEAL	5-A-7-3-(a)	A
7		OPTION TO APPEAL IN LIEU OF NEGOTIATED GRIEVANCE PROCEDURE	5-A-7-3-(c)	A
7	NO RIGHT TO APPEAL	EMPLOYEE ACCEPTS OFFER OF POSITION TO POSITION AT SAME GRADE	5-A-7-1-(a)	A
7	RIGHT TO APPEAL-ACTION	RIF FURLOUGH	5-A-7-1	A
7	RIGHT TO GRIEVE FURLOUGH-BASIC	NEGOTIATED GRIEVANCE PROCEDURE IN LIEU OF RIF APPEAL TO MSPB	5-A-7-1-(b)	A
7	RIGHT TO GRIEVE FURLOUGH-EXCEPTION TO BASIC EXCLUSIVE GRIEVANCE	CHOICE OF GRIEVANCE OR APPEAL WITH ALLEGATION OF DISCRIMINATION	5-A-7-1-(b)	A

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 5
 Reduction in Force Furlough
 Unit G, Detailed Index to Module 5 (August 2003 version)

SECTION NUMBER AND SUBJECT-	MORE SPECIFIC-	MOST SPECIFIC-	CITE-	UNITS-
7 APPEALS-FURLOUGH APPEALS TO MSPB	RIGHT TO GRIEVE FURLOUGH- EXCEPTION TO BASIC EXCLUSIVE GRIEVANCE	OPTION TO APPEAL IN LIEU OF NEGOTIATED GRIEVANCE PROCEDURE	5-A-7-1-(b)	A
7		TIME LIMITS CONTAINED IN COLLECTIVE BARGAINING AGREEMENT	5-A-7-1-(b)	A
7	TIME LIMITS FOR APPEAL	30 DAYS FROM DAY AFTER EFFECTIVE DATE OF ACTION	5-A-7-2	A
7		NO APPEAL BEFORE EFFECTIVE DATE OF RIF FURLOUGH ACTION	5-A-7-2	A
6 ASSIGNMENT RIGHT TO ANOTHER POSITION	RIF PROCEDURES-RIF FURLOUGH ACTION	ONLY IF EMPLOYEE HAS NO RIF ASSIGNMENT RIGHT	5-A-6-1-(a)	A
4 COVERAGE UNDER OPM'S RIF FURLOUGH REGULATIONS	COMPETING EMPLOYEES COVERED BY RIF REGULATIONS	EMPLOYEE ELIGIBLE TO BE PLACED IN TENURE GROUPS I, II, OR III	5-A-4-1-(b)	A
4	EXCLUSION-FROM ADVERSE ACTION FURLOUGH REGULATIONS	PREESTABLISHED CONDITIONS OF EMPLOYMENT	5-A-4-2	A B
4	EXCLUSION-FROM RIF FURLOUGH REGULATIONS	PREESTABLISHED CONDITIONS OF EMPLOYMENT	5-A-4-2	A B
4	EXCLUSIONS-RIF FURLOUGH REGULATIONS	FOREIGN NATIONAL APPOINTED UNDER 22 U.S.C. 3968	5-A-4-4-(f)	A B
4		NATIONAL GUARD TECHNICIAN	5-A-4-4-(a)	A
4		NON-EXECUTIVE BRANCH POSITION NOT SUBJECT TO COMPETITIVE SERVICE	5-A-4-4-(c)	A
4		POSITION REQUIRING SENATE ADVISE AND CONSENT CONFIRMATION	5-A-4-4-(d)	A
4		REEMPLOYED ANNUITANT	5-A-4-4-(e)	A
4		SENIOR EXECUTIVE SERVICE	5-A-4-4-(b)	A

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 5
 Reduction in Force Furlough
 Unit G, Detailed Index to Module 5 (August 2003 version)

SECTION NUMBER AND SUBJECT-	MORE SPECIFIC-	MOST SPECIFIC-	CITE-	UNITS-
4	COVERAGE UNDER OPM'S RIF FURLOUGH REGULATIONS	EXECUTIVE BRANCH EMPLOYEES	SAME COVERAGE AS FOR OTHER RIF ACTIONS	5-A-4-1-(a) A
4		MODIFIED-RIF FURLOUGH REGULATIONS	ADMINISTRATIVE LAW JUDGES COVERED BY 5 CFR 930-B	5-A-4-3-(a)-(1) A
4			POSITIONS COVERED BY INDIAN PREFERENCE	5-A-4-3-(a)-(2) A B
4			POSTAL SERVICE NON-PREFERENCE ELIGIBLES NOT COVERED BY REGULATIONS	5-A-4-3-(b) A B
4			POSTAL SERVICE PREFERENCE ELIGIBLES COVERED BY REGULATIONS	5-A-4-3-(b) A B
4		NON-EXECUTIVE BRANCH EMPLOYEES	SAME COVERAGE AS FOR OTHER RIF ACTIONS	5-A-4-1-(b) A
1	FURLOUGH BENEFITS	ADDITIONAL FURLOUGH-RELATED INFORMATION	"GUIDANCE AND INFORMATION ON FURLOUGH" AVAILABLE ON OPM WEBSITE	5-A-1-6 A
2	FURLOUGH DECISIONS	MANAGEMENT RIGHTS	DATE WHEN EMPLOYEES ARE RECALLED FROM FURLOUGH	5-A-2-1-(d) A
2			HOW LONG A FURLOUGH WILL LAST	5-A-2-1-(b) A B
2			RIGHT TO TAKE OTHER PERSONNEL ACTIONS INCLUDING RIF	5-A-2-3 A
2			WHETHER A FURLOUGH IS NECESSARY	5-A-2-1-(a) A
2			WHICH POSITIONS ARE FURLOUGHED	5-A-2-1-(c) A B
2		RESTRICTIONS ON USE OF RIF FURLOUGH	1 YEAR MAXIMUM TIME LIMIT FOR RIF FURLOUGH	5-A-2-2 A B
2			AGENCY MUST PLAN TO RECALL FURLOUGHED EMPLOYEE TO SAME POSITION	5-A-2-2 A B
1	LEGAL BASIS FOR FURLOUGH	HISTORY-FURLOUGH COVERED IN THE VETERANS' PREFERENCE ACT OF 1944	CIVIL SERVICE COMMISSION DEFINED RIF AND ADVERSE ACTION FURLOUGHS	5-A-1-1 A

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 5
 Reduction in Force Furlough
 Unit G, Detailed Index to Module 5 (August 2003 version)

SECTION NUMBER AND SUBJECT-	MORE SPECIFIC-	MOST SPECIFIC-	CITE-	UNITS-
1 LEGAL BASIS FOR FURLOUGH	HISTORY-FURLOUGH COVERED IN THE VETERANS' PREFERENCE ACT OF 1944	FURLOUGH CODIFIED IN SECTION 14	5-A-1-1	A
1		THE LAW DID NOT DISTINGUISH BETWEEN SHORT AND LONG FURLOUGHS	5-A-1-1	A
1	PRESENT AUTHORIZATION	5 U.S.C. 7511 THROUGH 7514	5-A-1-1	A
5 NOTICE-FURLOUGH	RIF PROCEDURES-EMPLOYEE'S STATUS DURING RIF FURLOUGH NOTICE PERIOD	ANNUAL LEAVE-VOLUNTARY OR INVOLUNTARY	5-A-5-5-(c)-(2)	A B
5		LEAVE WITHOUT PAY-VOLUNTARY OR INVOLUNTARY	5-A-5-5-(c)-(2)-(ii)	A
5		NONPAY STATUS-VOLUNTARY OR INVOLUNTARY	5-A-5-5-(c)-(2)-(iii)	A
5		RETAIN EMPLOYEE IN ACTIVE DUTY STATUS WHEN POSSIBLE	5-A-5-5-(c)-(1)	A
5	RIF PROCEDURES-EXCEPTION TO RIF FURLOUGH NOTICE PERIOD	AGENCY MUST OBTAIN OPM APPROVAL FOR EXCEPTION	5-A-5-5-(b)	A
5		REFERENCE TO RIH MODULE 3	5-A-5-5-(b)	A
5		SMALLER NOTICE PERIOD MUST COVER AT LEAST 30 DAYS	5-A-5-5-(b)	A
5	RIF PROCEDURES-RIF FURLOUGH NOTICE PERIOD	MINIMUM 60 DAYS SPECIFIC RIF NOTICE	5-A-5-5	A
5		SAME RIF NOTICE PERIOD APPLIES TO CONTINUOUS AND DISCONTINUOUS	5-A-5-5-(a)	A
5	RIF PROCEDURES-RIF FURLOUGH NOTICES	REFERENCE TO SAMPLE FURLOUGH NOTICES IN 5-B-5-5	5-A-5-5-(c)	A

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 5
 Reduction in Force Furlough
 Unit G, Detailed Index to Module 5 (August 2003 version)

SECTION NUMBER AND SUBJECT-	MORE SPECIFIC-	MOST SPECIFIC-	CITE-	UNITS-	
10	RECALL FROM FURLOUGH	EMPLOYEE FAILS TO RESPOND TO RECALL NOTICE	AGENCY SHOULD TRY TO CONTACT EMPLOYEE	5-A-10-4	A
10			POSSIBLE SEPARATION FOR ABANDONMENT	5-A-10-4	A
10			POSSIBLE SEPARATION FOR ABSENT WITHOUT LEAVE	5-A-10-4	A
10		RECALL ORDER FROM ADVERSE ACTION FURLOUGH	AGENCY RECALLS EMPLOYEES WITHOUT REGARD TO RETENTION STANDING	5-A-10-3	A
10		RECALL ORDER FROM RIF FURLOUGH	AGENCY RECALLS EMPLOYEES BASED ON HIGHEST RETENTION STANDING	5-A-10-1	A
10			AGENCY USES COMPETITIVE LEVEL FOR RECALL ORDER	5-A-10-1	A
10		SUBSEQUENT RIF ACTION	NEW MINIMUM 60 DAYS RIF NOTICE PERIOD	5-A-10-2	A
10			NEW RIF ACTION	5-A-10-2	A
5	SELECTING EMPLOYEES FOR RELEASE	RIF PROCEDURES	AGENCY MUST DETERMINE WHETHER EMPLOYEE HAS ASSIGNMENT RIGHT	5-A-5-1	A
5			AGENCY MUST ESTABLISH COMPETITIVE LEVEL	5-A-5-1	A
5			AGENCY MUST PLAN TO RECALL FURLOUGHED EMPLOYEE TO SAME POSITION	5-A-5-2	A
5		RIF PROCEDURES-1 YEAR TIME LIMIT	1 YEAR MAXIMUM TIME LIMIT FOR RIF FURLOUGH	5-A-5-2-(a)	A
5			1 YEAR TIME LIMIT APPLIES TO CONTINUOUS AND DISCONTINUOUS FURLOUGH	5-A-5-2-(b)	A

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 5
 Reduction in Force Furlough
 Unit G, Detailed Index to Module 5 (August 2003 version)

SECTION NUMBER AND SUBJECT-	MORE SPECIFIC-	MOST SPECIFIC-	CITE-	UNITS-	
5	SELECTING EMPLOYEES FOR RELEASE	RIF PROCEDURES-1 YEAR TIME LIMIT	BEGINS ON FIRST DAY OF FURLOUGH	5-A-5-2-(c)	A
5			ENDS ON LAST DAY OF FURLOUGH	5-A-5-2-(c)	A
6		RIF PROCEDURES-ASSIGNMENT RIGHT IN CONTINUOUS RIF FURLOUGH	NO ASSIGNMENT RIGHT BASED ON LESS THAN 90 DAYS FURLOUGH	5-A-6-4	A
6		RIF PROCEDURES-ASSIGNMENT RIGHT IN DISCONTINUOUS RIF FURLOUGH	NO ASSIGNMENT RIGHT BASED ON DISCONTINUOUS RIF FURLOUGH	5-A-6-5	A
6		RIF PROCEDURES-CONSIDERATION OF UNDUE INTERRUPTION IN RIF FURLOUGH	DISPLACEMENT OF FURLOUGHED EMPLOYEE TO DIFFERENT COMPETITIVE LEVEL	5-A-6-3-(b)(1)	A
6			RECALL OF DISPLACED EMPLOYEES FROM ASSIGNMENT DURING FURLOUGH	5-A-6-3-(b)(2)	A
5		RIF PROCEDURES-ESTABLISHING COMPETITIVE LEVELS	AGENCY ESTABLISHES COMPETITIVE LEVELS BEFORE RIF FURLOUGH	5-A-5-3	A
5			REFERENCE TO RIH MODULE 3	5-A-5-3	A
5			SAME COMPETITIVE LEVELS USED WITH SEPARATIONS AND	5-A-5-3	A
6		RIF PROCEDURES-POTENTIAL RIGHT OF ASSIGNMENT TO ANOTHER POSITION	RIF FURLOUGH ONLY IF EMPLOYEE HAS NO ASSIGNMENT RIGHT	5-A-6-2	A
5		RIF PROCEDURES-RELEASE FROM COMPETITIVE LEVEL.	NO RIF SEPARATION IF LOWER EMPLOYEE IS ON FURLOUGH FROM SAME LEVEL	5-A-5-4-(a)	A
5			RELEASE OF ALL NONCOMPETING EMPLOYEES BEFORE COMPETING EMPLOYEES	5-A-5-4-(b)	A
5			RELEASE OF COMPETING EMPLOYEES IN INVERSE RETENTION ORDER	5-A-5-4-(b)	A

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 5
 Reduction in Force Furlough
 Unit G, Detailed Index to Module 5 (August 2003 version)

SECTION NUMBER AND SUBJECT-	MORE SPECIFIC-	MOST SPECIFIC-	CITE-	UNITS-
6 SELECTING EMPLOYEES FOR RELEASE	RIF PROCEDURES-RIF FURLOUGH ACTION	ONLY IF EMPLOYEE OFFER OF RIF ASSIGNMENT	5-A-6-1-(b)	A
5	RIF REGULATIONS REQUIRED-FURLOUGH	MORE THAN 23 DISCONTINUOUS WORKDAYS	5-A-5-1	A
5		MORE THAN 30 CONSECUTIVE CALENDAR DAYS	5-A-5-1	A
6 TERMINOLOGY-FURLOUGH	DEFINITION	UNDUE INTERRUPTION	5-A-6-3	A
3	DEFINITION-CONTINUOUS ADVERSE ACTION FURLOUGH	LESS THAN 31 CONSECUTIVE CALENDAR DAYS	5-A-3-2-(b)	A
3	DEFINITION-CONTINUOUS RIF FURLOUGH	MORE THAN 30 CONSECUTIVE CALENDAR DAYS	5-A-3-1-(a)	A
3	DEFINITION-DISCONTINUOUS ADVERSE ACTION FURLOUGH	LESS THAN 23 DISCONTINUOUS WORKDAYS	5-A-3-2-(a)	A
3	DEFINITION-DISCONTINUOUS RIF FURLOUGH	MORE THAN 23 DISCONTINUOUS WORKDAYS	5-A-3-1-(b)	A
3	EXPLANATION-DISCONTINUOUS FURLOUGH	SAME FURLOUGH PROCEDURES APPLY TO CONTINUOUS AND DISCONTINUOUS	5-A-3-3	A B
3		SOME OR ALL FURLOUGH DAYS ARE NONCONSECUTIVE	5-A-3-3	A B