



COUNTY OF
Riverside
 HUMAN RESOURCES
Winner IPMA Award for Excellence

County Administrative Center
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 HUMAN RESOURCES DIRECTOR

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 ASST. HUMAN RESOURCES DIRECTOR

SEIU MEMBERS – EXCESS MANDATORY FURLOUGH HOUR(S) CLAIM FORM

EMPLOYEE NAME _____

EMPLOYEE NUMBER _____

POSITION _____

DEPARTMENT _____

At any time during the 2009-2010 SEIU contract were you mandated to furlough more hours than those required in the MOU?

YES NO

Check which statement applies:

I was mandated to furlough more than the required 207 hours during the term of the 09/10 MOU.

I was mandated to furlough more than 9 hours per pay period during the term of the 09/10 MOU.

Please provide any documentation (e.g., pay stubs, or emails from management, etc.) that would support your claim of being required to furlough more than the requisite 207 hours for the term of the contract or more than the 9 hours per pay period, and indicate the pay-period(s) and excess hours for each.

Comments:

 Employee Signature

 Phone/Micro

 Date

*This following section **must** be completed by employee's immediate supervisor/manager prior to submission.*

Was this employee required to take excess mandatory furlough hours during the term of the 09/10 MOU?

YES NO

 Supervisor Signature

 Phone/Micro

 Date

 Print Name

Mail Form to: HR-ER, at Mail Stop 1150