



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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TO: Agency Directors

FROM: David Schumacher
Director

SUBJECT: AGENCY FURLOUGH AND SALARY SAVINGS

To help address the state's multi-billion dollar budget shortfall, Governor Inslee's [Directive 20-08](#) instructs executive and small cabinet agencies to achieve savings in state spending through employee furloughs and rescission of the July 1, 2020 general wage increase for certain employees.

To implement the governor's directive, OFM directs agencies to submit amendments that reduce allotments by the amounts indicated in the attachments (one for furloughs and one for not granting the general wage increase) by July 27. These amounts are based on the compensation data that agencies provided to the Office of Financial Management in May 2018.

While this requirement applies to executive and small cabinet agencies, I urge all agencies to take similar actions. The need for spending reductions is clear and acute, and making these changes will help address the budget shortfall.

Please submit two allotment amendments utilizing the "Operating Allocation" packet purpose type to place your target amounts from the attachments in "reserve" status with the following titles:

1. Furlough Savings
2. Cancellation of General Wage Increase

Detailed instructions may be found in the [2019-21 Allotment Instructions](#). Technical questions related to your allotment submittal may be directed to your [OFM assigned budget analyst](#).

We appreciate your ongoing efforts to manage through these difficult times.

Attachments