



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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March 5, 2021

**TO:** Agency Directors

**FROM:** Nona Snell  
Assistant Director for Budget

*Nona Snell*

**SUBJECT: CANCELLATION OF REMAINING FURLOUGH DAY**

Thank you for your cooperation in implementing the employee furloughs directed by Governor Inslee in [Directive 20-08](#) on June 17, 2020.

To help address the June 2020 state revenue projection of a multi-billion-dollar budget shortfall, most executive and small cabinet agencies employees were required to take furloughs one day a week between June 29 and July 25, 2020, and once a month from August 1, 2020, through November 30, 2020. The governor also urged non-cabinet agencies to implement furloughs. In October 2020, agencies were notified that the final scheduled furlough day for November was delayed to a later date.

Due to the changing economic situation and your significant efforts to achieve savings through employee furloughs, rescission of the July 1, 2020 general wage increase, hiring and other freezes, and additional actions to reduce spending, the governor issued [Directive 20-08.1](#) today to eliminate the requirement for the final (November) furlough day.

To implement the directive that required furloughs during the last half of 2020, OFM directed agencies to submit amendments that reduce allotments (one for implementing furloughs and one for not granting the general wage increase). Please submit an allotment amendment utilizing the “Operating Allocation” packet purpose type to allot for the amount previously placed in “reserve” status for the cancelled November furlough savings.

Detailed instructions may be found in the [2019-21 Allotment Instructions](#). Technical questions related to your allotment submittal may be directed to OFM Budget Operations at [budget.operations@ofm.wa.gov](mailto:budget.operations@ofm.wa.gov) or your assigned budget analyst.

cc: Agency Budget Officers