**DEMPLOYEE FAQ’S REGARDING FURLOUGH**

We understand there are many questions regarding the upcoming furloughs. In this document we will attempt to answer your questions and provide a checklist for actions to be taken at the time of a furlough.

**FAQ’s**

1. *What is a furlough?* A furlough is basically an unpaid leave of absence. You will be asked to take a period of time (a few days or a few weeks) off from your position here. This time will not be paid.
2. *If the furlough is unpaid, can I collect unemployment during it?* Yes, you probably will be eligible to collect unemployment. Eligibility for unemployment is dependent upon many factors so we cannot give you a definite yes, however assuming you have been working for us for more than a few weeks, you should be able to collect.
3. *Can I use my PTO, vacation or other paid time off during this time rather than collecting unemployment?* No, you cannot use PTO, vacation or other paid time off during this time. [Based on your specific policy, insert here if paid time off will continue to accrue while they are not being paid]
4. *What happens to my benefits during this furlough period?* This question will be best handled on an individual basis because everyone’s benefit package is unique. Generally though, your health, dental and vision insurance will continue during this time and **[Company Name]** will continue to pay our portion, if any, of the premiums. You will be responsible for your portion of the premiums during the furlough period. [insert here how they will pay those – i.e. When you return from the furlough period we will adjust your payperiod contribution to account for the missed premiums. We will not take them all at once. OR You will be responsible for sending us your payment on a weekly basis. OR (if the furlough won’t happen for several weeks) You can prepay your portion of the premium.) Benefits that are completely paid for by **[Company Name]** will remain in effect while you are on furlough. **[You will need to verify this with your particular insurance documents]**
5. *Can I continue to check email during the furlough period?* No. During the furlough you will not be able to check email or other work accounts. Your access to email and our computer systems will be stopped during this furlough period. This means, if applicable, your email will no longer be accessible on your cell phone either.
6. *Will my email be forwarded to anyone in the company while I’m out on furlough?* Yes. You and your manager will determine where your email will be forwarded to.
7. *Can I put my away message on my email?* **[Company decision – No. Your manager will set your away message when your furlough begins. OR Yes, however you and your manager will determine the specific wording. It may be something like “Thank you for your message. I am not in the office at this time and do not have access to email. Your message is important so all emails are being forwarded to XXXXXXXXX for response.]**
8. *Can I check my voice mail or have my calls forwarded to my cell phone while I’m on furlough?* No. You will not be able to access your voice mail or have calls forwarded. Your manager and you will determine specifically what the out of office message should say but it will probably be very similar to the email out of office message.
9. *I have a big project I’m working on.* *Can I continue to work on it on my personal computer?* No. You cannot perform any work during your furlough period. This includes working on projects, researching, analyzing, etc. even if performed on your personal equipment.
10. *I have some meetings already set up during my furlough period.* *What happens to them?* Your manager will work with you on either rescheduling appointments or meetings or having another employee cover for you during this period.
11. *How can I keep up with what is happening here if my access to email and other systems is stopped?* Human Resources will communicate any important information to you by calling you or using your personal email account. You’ll have time when you return to work to review any emails or changes which occurred during your furlough.
12. *I have a work laptop and cell phone. Can I take those with me?* **[this response will be determined by company policy]**
13. *Can I work at another job while on furlough?* If you currently have another job your furlough will not affect it. We cannot prohibit you from applying for other positions at any time. Please keep in mind though that while you are on furlough, you are still employed by **[Company Name].** Anything you earn from another position may impact your ability to collect unemployment and/or the amount you are eligible to collect.

Checklist for Manager and Employee going on Furlough

* Employee has all paperwork regarding dates of furlough and any benefit information
* HR and Manager know the best way to contact employee while on furlough
* IT has been notified to change employee’s permissions, access and/or password to systems
* Any meeting scheduled during the furlough period have been handled
* Any projects or deadlines which would have occurred during the furlough or immediately after have been handled.
* The employee’s email away message has been set
* The employee’s voice mail message has been set
* The employee has any personal belongings they may need while on furlough