**Checklist for Furloughed Employees**

As we work to move through this pandemic, we plan to touch base periodically throughout your furlough. As we stated in our initial furlough discussion, this is not a layoff. We are assessing the situation regularly and will keep you updated on the company’s future plans.

In the meantime, below is some information that will hopefully assist you during this difficult time:

**Compensation:**

* This is a furlough, which is different from a layoff, in that you are still an employee of the company and our hope is that this will be temporary.
* You will not be paid during this furlough and we therefore do not want you to perform any work for the company. We know that you are highly dedicated and might feel compelled to continue working in some capacity (for example, on administrative tasks) but we must insist that you not do so. Additionally, if anyone from the company reaches out to ask you for work, please advise them that you are unable to assist at this time.
* [Choose this option or the bullet below] If you have not already done so, you may apply for unemployment on the state unemployment website; we advise taking this step as soon as possible. Our Federal Employer Identification Number (FEIN) is: \_\_\_\_\_\_\_\_\_\_\_\_.

Or

* We have filed an Employer Filed Mass Claim on your behalf with the State of XXXX.  DO NOT apply for unemployment benefits, as this has been taken care of on the employer side.  You will be notified by the State via mail OR at your email address on file with the company with your acceptance status and weekly benefit amount.  You will still need to certify weekly to continue to receive unemployment compensation at (insert state unemployment website). Please ensure that all of your contact information is up to date with HR (or whoever is appropriate at their organization) so that there are no delays in receiving this important information.

**Benefits:**

* A furlough is not considered a termination, so you will remain on the company’s health insurance plan.
* The company will be covering the employer portion of the health insurance premiums, but will/will not cover the employee share during this time. [If the employee will be paying their share, give directions for sending in premiums]. Your coverage may be interrupted or cancelled if you do not pay your portion of the premium according to these provisions.

**401(k)** (If eligible for the CARES Act)**:**

* Eligible participants may withdraw up to $100,000 from your 401(k) plan this year, without penalty. If the money is returned within three years, you can avoid paying taxes on the amount. If you are unable to return the money, taxes must be paid over a three-year period.
* You may also be eligible to take up to a $100,000 loan on your 401(k) plan or, if lower, 100% of the vested balance for the next six months. You will have six years to repay the loan.
* [If not eligible for the CARES Act] You may be eligible for a hardship or loan provision. Please contact our 401(k) provider for more information.

**Financial Health:**

* We recommend looking at your personal monthly and annual budgets. Start by asking some important questions:
  + What is our new family monthly income?
  + What are our average monthly expenditures?
  + What expense changes can we adjust to work with income changes?
  + What expenses need to be addressed for the longer term?
* Consider reaching out to companies that hold your loans such as car and mortgage companies and request a deferral.
* Think about reaching out to an investment professional to enlist their expertise and support. If you are enrolled in our 401(k) plan, there are advisors available for one-on-one consultation. If you have a long-term savings strategy, it is important to stay the course, if possible.

**Additional Assistance:**

* Take advantage of the federal, state, and local resources available to you. Federal information can be found on the [Consumer Financial Protection Bureau website](https://www.consumerfinance.gov/coronavirus/).
* Most major U.S. cell phone carriers have “promise to pay” programs that will allow you to defer payments.
* The United Way is offering assistance for food, rent, mortgage payments and other needs. Contact your local United Way or dial 211 for assistance in your local community.
* Many banks, credit unions, and credit companies are offering assistance. Reach out to your providers to see if there is assistance available to you.
* Most federal student loan payments are suspended interest-free until the end of September. Reach out to your loan providers for more information. For more information about student loans visit [StudentAid.gov](https://studentaid.gov/announcements-events/coronavirus)

**Regarding Your Personal Health and Safety:**

* Please take care of yourself and notify a doctor immediately if you feel sick.
* If you come into contact with someone who is diagnosed with Coronavirus, here is a link to the CDC website listing symptoms and what to do in the event you come down with symptoms of [**COVID-19.**](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)
* [If available] Employee Assistance Programs (EAP) can help with confidential mental health counseling and provide both legal and financial consultation. You will have full access to the Employee Assistance Program during your furlough. To access, visit [www.XXX.com](http://www.XXX.com) or call 1-800-???-???? 24/7 and speak with a counselor.

If you have any questions during this furlough, please reach out to Name and contact information. We wish you and your family good health.