SAMPLE NOTICE OF FURLOUGH

[Insert date]

Dear \_\_\_\_\_\_\_\_

Over the last week, the City of [insert name] has experienced several changes due to the Coronavirus (COVID-19) Pandemic. The City of [insert name] is following Governor Brown’s direction and Oregon Health Authority guidance during this public health emergency. [Describe briefly the ways in which your entity has been impacted by the directives/COVID-19 situation. For instance: The city closed four of its facilities within the last week and cancelled all programs associated with these facilities in response to recommendations and guidance from state and local officials.]

These actions have resulted in decreased workload due to the closures and will have a large financial impact to the city. The city has explored several options. Unfortunately, it is necessary to reduce the workforce by implementing a temporary furlough of certain nonessential positions. Your position is included in this furlough and, effective [insert effective date and time], you are being placed on a temporary, unpaid leave of absence.

* **Length of the furlough**: The furlough is expected to last through [insert date], however because this health situation is fluid and subject to change, and the City reserves the right to extend this furlough as needed. City Administration will be reviewing the situation on a regular basis and we will assess the situation [state reasonable date for reevaluation]. It is important to note that your employment continues to be at-will and nothing in this notice or other furlough communications is intended as an express or implied contract.

The City of [insert name] will communicate with you during this furlough period. If your personal phone number, e-mail or mailing address has changed recently, please provide your current contact information to Human Resources.

* **Unpaid, Inactive Status**: You will receive your paycheck for the time you have previously worked on [insert date], and thereafter, you will be on unpaid status. If you have accrued paid leave, you may use it during the furlough period, however, you will not continue to accrue vacation, sick leave or other benefits during furlough.

During the furlough period, you must not perform any work for the City of [insert name]. All City-provided equipment must be returned to the City at the start of the furlough period.

* **Benefits**: During the furlough period, you are eligible to continue participation in healthcare benefits (medical and dental) through COBRA. [Explain who will cover the cost of COBRA. For instance: “The City of [insert name] will cover the costs for these benefits unless you decline coverage.” Or “You will be responsible for the cost of this coverage.”]

The City’s Employee Assistance Program, is available at 1-800\_\_\_\_\_\_\_ for consultation on financial, emotional and other issues. This program will be available to you through [insert date].

Please consult the City’s Furlough Policy for more information about the impact of this furlough on other employee benefits.

* **Unemployment Benefits and Other Employment**: The Oregon Employment Department has stated that workers may be able to receive Unemployment Insurance benefits. UI benefits may be available to those who have been furlough, even if those individuals are eventually return to work after a short period of time. Please contact the Oregon Employment Department directly to see if you are eligible for unemployment benefits. <https://www.oregon.gov/employ/Pages/default.aspx>

We understand that you may need to find other employment due to this furlough. If you find alternate employment during this period and do not intend to return to work at the City of [insert name], please notify Human Resources immediately.

Having to furlough employees is very difficult and the City does not take this decision lightly. You are a valued member of our team and we truly appreciate your understanding as we navigate these difficult times. We wish you and your family the best and remain willing to answer questions and serve as a resource during this difficult time.

Please contact Human Resources at [insert number] with any questions or concerns.

Sincerely,