

Subject: Furlough Notification

This letter is to inform you that your current position with (hereinafter “the Company”) is being placed on furlough effective immediately until further notice. Furloughs are a company-initiated short-term temporary unpaid leave of absence. The furlough period and provisions may be changed or terminated at the sole discretion of the Company, and does not create any employment contract, express or implied.

During the furlough period, your health and welfare benefits will continue (if applicable), and will accrue at employee cost during this time. Benefit cost repayments will be required upon potential return to work, if applicable. If you do not return to work, you will not be billed for the benefit premiums accrued. If you have a final paycheck, the Company will deduct any premiums in arrears that it is able to, and anything outstanding beyond that amount will not be billed back.

During the furlough period, you may file for unemployment compensation. Please refer to your state’s guidelines for unemployment compensation regarding specific details and provisions surrounding application, eligibility, and collection of benefits. To assist you in applying for any eligible benefits, please reference the state in which you are employed at www.dol.gov or by calling 1.866.4.U.S.A.DOL.

You may not use vacation time during the furlough period.

If you were unable to enter your time worked for last week, please reach out to the Shared Service Center (SSC) to report your hours worked. You can reach them via email

If you find alternate long-term employment during the furlough period you are required to immediately notify your HR Representative or . The Company will deem this to be a resignation and your employment will be terminated. If the Company is not able to return you to work by the end of the furlough period, your employment status will be considered a reduction in force.

During the furlough, we will communicate as appropriate any changes in status or direction of your furlough or site activities. Below are some avenues in which you can utilize to stay updated and connected.

Website - Employees can visit information and regular updates.

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