

- 1. What is a furlough?**
  - 1.1 A furlough is a temporary layoff, with the intention to bring you back as soon as business conditions allow.
- 2. Who is being furloughed?**
  - 2.1. This selection was based on length of service at DHH, status (in good standing without a PIP in the last 12 months, extent employee is cross-trained for multiple positions and review of your recent Performance Evaluation.
  - 2.2. All furloughed employees should gather their personal belongings on Friday 4/3/2020.
- 3. How can I prepare in case I receive a letter of furlough?**
  - 3.1. Make sure your supervisor/manager has your current contact information including a phone number to reach you.
- 4. When will I be able I be able to return to work?**
  - 4.1. Employees will return to their jobs when DHH notifies them that the furlough has ended.
- 5. Will I be able to work intermittently?**
  - 5.1. Furloughed employees cannot work while on furlough unless recalled by DHH HR Department.
- 6. Can I access my DHH email while I am furloughed?**
  - 6.1. NO. Furloughed employees are not authorized to access their work email while on furlough. Furloughed employees are not allowed to perform any work while furloughed, including checking emails or messages.
- 7. How long will the furlough last?**
  - 7.1. At this time the furlough will be for 4 weeks with a reassessment of business operations in 3 to 4 weeks to determine if an extension is needed.
- 8. Will I be paid during the furlough?**
  - 8.1. Employees can request to use up to 2 weeks of the Earned Time at the onset of the furlough. If you do not have sufficient accrued time you will be allowed an advancement of up to 2 weeks of Earned Time.
- 9. Can furloughed employees apply for unemployment benefits?**
  - 9.1. Furloughed employees may apply for unemployment benefits effective 4/5/2020, take this step as soon as possible. If you use Earned Time, it may affect your ability to receive unemployment benefits.
- 10. Will this affect my benefits?**
  - 10.1. A furlough is not considered a termination; all employees who have health insurance through the health center will remain on the health center's health insurance plan.
  - 10.2. DotHouse will cover the health insurance premiums (both employer & employee) during the 4 week furlough. This will be reevaluated at the end of the 4 week furlough period.
  - 10.3. All other benefits will be "frozen" as of midnight on your last day worked. You will not have coverage, nor will you have to pay any premiums. When you return to work, you can pick the coverage back up at that time.
  - 10.4. If you participate in the FSA plan, it "freezes" as well. You can continue to get reimbursed for expenses incurred prior to the furlough, but not for claims incurred during the furlough. Upon return to work, we will calculate the total amount of deductions you missed and spread that out over the remainder of the year. You will then be able to submit claims incurred during the furlough.
- 11. Can an employee scheduled/on Family and Medical Leave Act (FMLA) be furloughed?**
  - 11.1. Yes, however the days associated with the furlough will not count against your FMLA entitlement.
- 12. Can I work another job outside of DHH if I am furloughed**
  - 12.1. Furloughed employees have the right to seek employment, so you may consider taking a temporary job while on leave.
- 13. How do I apply for Unemployment Benefits?**
  - 13.1. You can call in or complete the claim online ([www.mass.gov/dua](http://www.mass.gov/dua))
- 14. When should I apply for unemployment?**
  - 14.1. You should apply during your first week of total or partial unemployment (4/5/2020).
- 15. What will I need to file unemployment benefits?**
  - 15.1. Your SSN as well as for your dependents, address, date of birth, phone number, most recent employment history for the past 15 months (name, address, phone number, reason for separation, start and end dates recall dates for all your employers)
  - 15.2. Your bank account information if you are signing up for direct deposit payments (you have the option for debit card).
  - 15.3. Under "Reason For Separation" from this employer because this is a direct result of COVID-19 please select **Layoff**.