

What You Need to Know About Furloughs

You are valued! *The Medical Center has made the difficult decision to enact a temporary workforce reduction via furloughs to help address projected losses as high as \$315 million for this fiscal year alone. We know this is not an easy time for you. We've prepared this fact sheet to help answer many questions you may have.*

What is a Furlough?

Furloughs are a temporary, unpaid layoff from work or a reduction in hours worked, with the expectation that you will return to your regular work schedule once business operations permit.

Your manager will keep you informed if there is an opportunity to recall you sooner, or, if we need to extend your furlough because business operations are not yet at normal volumes.

FURLOUGH	Maintain Active Employee Status/ Service Time	Use PTO/ Vacation During Furlough	Work Within Pay Period	Maintain Many Benefits	Vacation Time/PTO Accrues	Parking Fees Suspended or Reduced
FULL	✓	✗	✗	✓	✗	✓
PARTIAL	✓	✗	✓	✓	✓	✓

Benefits

Furloughed employees retain access to many benefits.

- Refer to **Policy 354 Layoff and Recall** (tinyurl.com/yasdxcze) for more details.
- Cost-sharing of premiums continues throughout the furlough time period, and will be deducted from paychecks for those on partial furlough. Those on full furlough will be billed directly for any eligible benefits that you wish to continue.

Unemployment

You may apply for unemployment benefits directly through NYS; extended benefits also may be available due to the CARES Act. We've developed these resources to help you through this process:

- This guide takes you through how to apply for **New York State unemployment** (tinyurl.com/y877kyab)
- Meet with our education team for computer support and to learn how to file a claim. Email hrcomputerappointment@urmc.rochester.edu to set up an appointment.
- Apply directly to **New York State Department of Labor for unemployment benefits** (tinyurl.com/y8x8cgzv)

Your Checklist

- You should not work when furloughed (if partially furloughed, limit work to scheduled hours).
- Check your voluntary deductions from your paycheck, as cost-sharing for premiums will continue at current rates.
- Confirm with your supervisor your work responsibilities and/or transition of work.
- Modify your phone message/out-of-office email accordingly.
- Establish a regular time to check in with your supervisor for an update on your furlough status.

Questions

Visit our website FAQs and more furlough.urmc.edu

Work-Related questions:

Talk to your manager

Benefit/Pay Questions:

Call 585-275-8747

Mon.–Fri., 8 am to 5 pm

or ask-urhr@rochester.edu

General Questions:

585-273-5511

Mon.–Sat., 8 am to 5 pm

May 4–May 23

Emotional Support and Resources Hotline

- Assistance with anxiety, stress management, housing, finances, food needs and child care
- Call 585-276-3100 7 am to 8 pm, 7 days a week

Life-Work Connections EAP

- Mental health and counseling services
- Available 24/7 and via videoconference
Call 585-276-9110 **Visit website** (tinyurl.com/y9kc8agz)