

Alternatives to Furloughs or Layoffs

- Hiring Freeze
- Freezing wage/merit increases
- Eliminating overtime
- Voluntary days off
- Reducing or eliminating unnecessary expenses
- Reducing hours operation/services
- Reduction in scheduled work hours
- Salary Reduction

Furloughs	Layoffs
Temporary	Permanent
Still considered an employee	No longer considered an employee
Accrued vacation usually not paid out	Accrued vacation must be paid out
Employees may be able continue healthcare benefits	Healthcare benefits cease; COBRA notice must be provided
Check CBA	Check CBA


Potential Benefits of a Furlough

- It may be viewed more positively by employees than a layoff, which may increase the likelihood that they will return.
- It's easier to return furloughed employees to the workforce.

Furlough Considerations

- How long is the furlough?
- How are you handling use of accrued paid time off?
 - Will it continue to accrue?
- How are you handling healthcare benefits?
- Are there any organization-specific considerations?

Furlough/Layoff Considerations— Who Is Selected?

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- What is your business reason (or reasons) for the furlough/layoff?
 - What are your criteria for selecting who the impacted employees?
 - Objective
 - Specific
 - Did you conduct an adverse impact analysis?



Reasons for Leave

When the covered employee is unable to work or telework due to a need for leave to care for the employee's son or daughter under 18 years of age ***when the child's school or place of care has been closed, or the child-care provider is unavailable***, due to an emergency with respect to COVID-19 declared by federal, state or local authority.

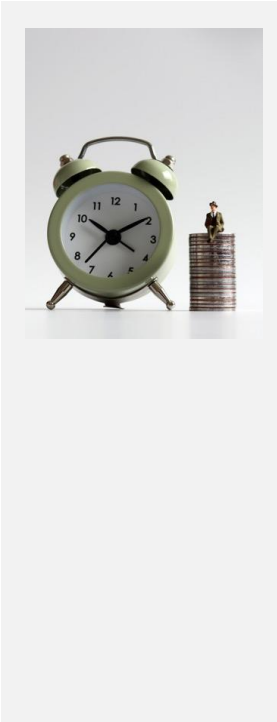


Leave Provisions

- Employees are eligible to take up to 12 weeks of leave, starting on April 1st.
- The first two weeks are unpaid under the EFMLEA.
- The remaining 10 weeks are paid, at no less than $\frac{2}{3}$ of the employee's regular rate of pay, based on the number of hours the employee would normally be scheduled to work.
 - Pay caps out at \$200 per day, \$10,000 total, per employee.

Reasons to Receive EPSL

1. Employee subject to a federal, state or local quarantine/isolation order related to COVID-19;
2. Employee advised by health care provider to self-quarantine related to COVID-19;
3. Employee experiencing symptoms of COVID-19 AND seeking medical diagnosis;
4. Caring for an individual who meets requirements of 1 or 2.
5. Caring for a son or daughter (of employee) if the school or place of care of the child has been closed OR childcare provider is unavailable due to COVID-19; and,
6. Employee experiencing any other substantially similar condition specified by HHS, Secretary of Treasury or DOL.



Amount of Leave and Pay

- For reasons 1-3 (employee's own conditions), full-time employee receives full pay. Pay is capped at \$511 per day with an aggregate of \$5110 per employee.
- For remaining reasons, employee received 2/3 pay, with caps. Pay is capped at \$200 per day with an aggregate of \$2000 per employee.

Thank You!

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