What You Need to Know about Furloughs

You are valued! The University of Rochester 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.

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<thead>
<tr>
<th>Maintain Active Employee Status/Service Time</th>
<th>Use PTO/Vacation期间 Furlough</th>
<th>Work Within Pay Period</th>
<th>Maintain Many Benefits</th>
<th>Vacation Time/PTO Accrues</th>
<th>Network Access</th>
<th>Parking Fees Suspended</th>
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<td>FULL</td>
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Benefits
Furloughed employees retain access to many benefits.
- Refer to Policy 354 Layoff and Recall (https://uofr.us/354) 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 (https://uofr.us/3f91IUu) for New York State unemployment.
- Apply directly to New York State Department of Labor for unemployment benefits (https://uofr.us/3aVLz8L).

Questions:
Read FAQs (https://uofr.us/3k53CP) or talk to your manager.

Benefit/Pay Questions:
Call 585-275-8747 or ask-urhr@rochester.edu
Contact HR Business Partners (https://uofr.us/2xt46LW)

Emotional Support and Resources Hotline
- Assistance with anxiety, stress management, housing, finances, food needs and childcare. Call 585-276-3100 7 am to 8 pm, 7 days a week.

Life-Work Connections Employee Assistance Program
- Mental health and counseling services are available 24/7 and via videoconference, call 585-276-9110 or visit the website (https://uofr.us/2VQVnMO).