

## WHAT?

**Organization-wide strategic decision to implement furlough days:**

- 4 days for full-time employees
- 3 days for part-time employees
  - 8 hour days (if previously scheduled for less than 8 hours, work with supervisor to adjust calendar)

fur • lough

a mandatory leave of absence/forced stop from work

- Not optional
- Not like vacation
- Can't choose days
- Can't work (email/Zoom/calls)

## WHY?

**Oregon Economic Forecast:**

**DOWN \$2.7 billion in revenue this biennium**



- Allows us to **put kids first**
- Helps us **take care of each other** without losing pay
- Helps our **programs' bottom line** next year
- **Reduces** possibility of drastic day **cuts/layoffs** next year
- Allows us to **access** very time-limited **Federal Work Share Program dollars**

## HOW?

- Oregon Work Share Program
- Employees complete safe & secure application packet (sent via email from Rochelle Friend)
- **MUST** report ANY/ALL leave to supervisor (scheduled during furlough weeks)
- HDESD submits unemployment claim
- No additional application required for federal CARES Act (\$600 per week)
- No 5-day wait period before we are eligible for unemployment benefits
- No income requirement as compared to traditional unemployment insurance
- No unemployment cost to HDESD

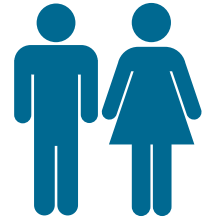


## WHO?

- Full-time employees
- Part-time employees (.5 - .99FTEs)

**The following will not be furloughed:**

- Employees who work less than 20 hours per week
- New employees
  - Full-time (<6 months)
  - Part-time (<12 months)
- Retired employees (actively collecting on PERS)



## WHEN?

### FULL-TIME EMPLOYEES

#### Group 1

Monday, May 25 (Memorial Day)  
Monday, June 1  
Thursday, June 4  
Thursday, June 11

#### Group 2

Monday, May 25 (Memorial Day)  
Tuesday, June 2  
Friday, June 5  
Tuesday, June 9

### PART-TIME EMPLOYEES (0.5 – 0.99 FTE)

#### Group 1

Monday, May 25 (Memorial Day)  
Either Monday, June 1 or Thursday, June 4  
Thursday, June 11

#### Group 2

Monday, May 25 (Memorial Day)  
Either Tuesday, June 2 or Friday, June 5  
Tuesday, June 9

Stay connected with your supervisor for updates and additional information. Also use our Your Voice form to submit questions:

<https://workathome.hdesd.org/staff/your-voice/>