MEMORANDUM

To: Employees

From: Click here to enter sender’s title/name.

Date: Click here to enter a date.

Subject: Notice of Furlough Status

Due to choose furlough type, the Agency Name is temporarily unable to continue to cover its full operating expenses. As a result, our agency must take appropriate cost-saving measures by temporarily reducing or suspending payable employee hours.

If you are receiving this notice, all position name within the division/agency will be placed in a furlough status beginning on furlough start date at start time, and ending on furlough end date at end time.

While furloughed, you are not required to report for your tour of duty and will be in a non-pay status.

We realize that this may be a difficult time. We are able to reassure you that your health benefits will remain active even while furloughed, and that time in a furloughed status will still count as creditable time towards any eligible pay increase. For additional information on furloughs, please refer to issuance I-2021-##, *District Government Furloughs*, and sections 2438 through 2446 of the District Personnel Manual.

If you face financial hardships as a result of your scheduled furlough status, the District government provides a template letter you may submit to your landlord, creditor, or mortgage company to request a temporary reduction in monthly payments. You will also retain access to the Employee Assistance Program should you wish to participate in mental health or financial counseling.

Unless otherwise provided by your collective bargaining agreement, if you wish to appeal your furlough status and believe that we have not administered your furlough status in accordance with District personnel rules, you may file an appeal with the Office of Employee Appeals upon within 30 days of the effective date of your furlough status. The Office of Employee Appeals is located at 955 L’Enfant Plaza SW, Suite 2500, Washington, D.C. 20024.

While we regret to inform you of these circumstances, we greatly appreciate your service to the District of Columbia. If you have any concerns or require any assistance, please do not hesitate to reach out to contact name and details.