

Template for an email to employees who are expected to be furloughed the next day

<<Dear Colleague>>,

I am writing about the possibility that a federal government shutdown could affect your job with <<agency>>. The U.S. Congress and the President have not yet agreed upon a budget or temporary funding plan. If an agreement cannot be met by midnight tonight, the federal government will shut down, resulting in a pause to some funding that goes to our agency. The federal money that funds your salary will therefore be interrupted.

You may remember other federal shutdowns during which federally-funded state employees were not furloughed. However, due to other federal cuts and a more constrained state fiscal environment, this shutdown has unfortunately left the state with no other viable path forward.

Unfortunately, this means that we expect you will be temporarily furloughed. If a furlough is necessary, your Division Director will contact you by telephone or email by early tomorrow morning. Unless you see in the news that the federal government has passed a budget or temporary funding plan, please wait to hear from us before you come into work tomorrow.

<<Check the paragraph above, and customize it based on your plans.>>

We know that this situation is incredibly disruptive and frustrating. We want to be transparent with you throughout this process. Here are some basic details about what a furlough means:

- During the furlough, you would be on temporary leave without pay.
- During the furlough, you would be unable to work for our agency, either in the office or at home.
- You would continue to be covered under the State Health Plan for the month of October. This is because the State Health Plan premium is paid one month in advance, so the September payroll includes the cost of coverage for the month of October.
- During the furlough, you could take other work. Since we all hope this furlough will be short, the state's [Dual Employment](#) and [Secondary Employment](#) policies would apply to any work you take during the furlough.
- We cannot make any promises about whether you would be paid for the time when you were out of work once the furlough period concludes; it will depend on the federal government's resolution.

If you are furloughed, you will receive a formal letter with more details. The Office of State Human Resources (OSHR) has also prepared a set of Frequently Asked Questions and Answers for employees about furloughs. Those questions and answers are available on the OSHR [Furlough Resource Center](https://oshr.nc.gov/furlough-faqs-employees/open) at <https://oshr.nc.gov/furlough-faqs-employees/open> .

Thank you for the work you do and thank you for your patience in this very difficult situation. We will continue to keep you updated as we learn more.

Sincerely,

<<Agency Head>>