

AGENCY LETTERHEAD

DATE

EMPLOYEE NAME

ADDRESS

Dear {EMPLOYEE NAME},

We are writing to inform you that the federal government shutdown will require a furlough program that unfortunately, affects your federally-funded position. In the absence of a resolution on the federal government shutdown by midnight tonight, our agency has determined that we cannot incur the financial obligations for your position. Please know that we reached this difficult decision after we exhausted all possible alternatives.

Effective {insert date}, you will be on furlough, which is temporary leave without pay. An end date cannot yet be determined and is contingent on the federal government coming to an agreement. We will monitor the situation closely and keep you informed of any changes. You may remember that in the past the State was able to float some of our federally-funded colleagues. Unfortunately, that is not the case in this instance; cuts to other federal funding have made our budgets tighter and our options more limited. We sincerely regret that this is the case.

During the furlough period, you are not permitted to perform any work-related duties for the State of North Carolina, and you will not receive your salary. You will be placed on leave without pay. You may take other jobs while on furlough but because the federal government shutdown may end at any time, the state's [Dual Employment](#) and [Secondary Employment](#) policies continue to apply. The Office of State Human Resources (OSHR) has prepared a short list of Frequently Asked Questions and Answers for Employees about a federal furlough; those questions and answers are attached to this letter. If you have other questions, please speak with {name, email, and phone} in our Human Resources office for additional information.

We are committed to supporting our furloughed staff as best as we can during this challenging time. You will continue to be covered under the State Health Plan for the month of {October}. Since the State Health Plan premium is paid one month in advance, the {September} payroll includes the cost of coverage for the month of {October}. If the shutdown continues beyond the end of that month, you should contact {name & email} in our HR Office for more information about continuing your State Health Plan benefits. Any questions pertaining to benefits should be addressed to <<name, email>> in our HR Office.

We also encourage you to explore any alternative resources for financial assistance such as unemployment benefits or temporary employment, including temporary employment through Temporary Solutions. OSHR has several resources for furloughed state employees. Visit their Furlough Resource Center for more information at <https://oshr.nc.gov/state-employee-resources/employee-relations/furlough-resource-center>.

You and your immediate family are also eligible to utilize the Employee Assistance Program (EAP). This benefit is a confidential service designed to help employees seek assistance and guidance for

personal or work life challenges. The EAP provides confidential referrals to appropriate resources. If you wish to schedule an appointment or seek additional information, please contact MYgroup (formerly known as McLaughlin Young) at 1-888-298-3907 or <https://www.mygroup.com/>, or you may contact {Name, Title} in Human Resources at {number}.

We value your contributions to {AGENCY} and hope that this furlough is a short-term temporary measure.

Should you have any questions or concerns, please contact {NAME OF HR REP OR SUPERVISOR} at {PHONE NUMBER AND EMAIL}.

Thank you for your understanding. We appreciate your patience during this challenging period.

Sincerely,

{AGENCY REPRESENTATIVE}

Attachment: Federal Furlough – Frequently Asked Questions & Answers for Employees

Federal Furlough – Frequently Asked Questions & Answers for Employees

The following guidance is offered to state agency employees who are furloughed or who have their hours reduced because their agency does not have adequate funds to support their position during the federal funding freeze or shutdown. These FAQs are intended to provide general information about a furlough. Please contact your agency's HR Office with more specific questions.

1. What is furlough and how does it impact my employment?

If funds are not available through an appropriations law or continuing resolution (government shutdown), or due to a federal funding freeze, a furlough occurs. A furlough is the placement of an employee in a temporary non-duty, non-pay status because of lack of work or funds, or other non-disciplinary reasons. A furlough may impact some state employees when their agency no longer has the funding necessary to support their positions. While an employee is on furlough, the employee is on leave without pay.

2. I know that some or all of my compensation comes from federal funds. Will I be furloughed?

Some employees may be fully furloughed, while other employees have their pay and regular work schedule temporarily reduced based on the proportion of their compensation that comes from federal funds. Please contact your agency's HR Office with more specific questions.

3. How will I be notified if my position is impacted by a federal government shutdown or federal funding freeze?

Anyone who is furloughed or has a work schedule reduction will receive verbal or written notice from their supervisor or agency HR staff. If the initial notice is verbal, your agency will follow up with a written notice as soon as possible.

4. How long will the furlough last?

An end date cannot be determined until federal funding is restored.

5. Can furloughed employees take other jobs while on furlough?

Yes, but because the federal furlough may end at any time, the state's [Dual Employment](#) and [Secondary Employment](#) policies continue to apply. Before engaging in outside employment, contact your supervisor to ensure compliance with these policies and obtain agency approval. In some cases, when a furlough is expected to be longer in duration, an agency may instruct employees that the Dual Employment and Secondary Employment policies are waived, and there is no need to contact the supervisor before obtaining alternate employment.

6. Will furlough employees continue to be covered under the State Health Plan?

The State Health Plan premium is paid one month in advance; for example, the September payroll includes the cost of coverage for the month of October. If the furlough continues beyond the end of that month, employees should contact their agency HR Office for more information about paying premiums.

**Federal Furlough –
Frequently Asked Questions & Answers for Employees**

7. What happens to an employee's coverage under the NCFlex insurance programs if they are furloughed?

Employees' NCFlex insurance program coverage will end at the beginning of the furlough unless the employee continues their NCFlex coverage by paying the vendors directly. Refer to page 40 of the Enrollment Guide at this link -- <https://oshr.nc.gov/2024-ncflex-enrollment-guide/open#page=40>. NCFlex continues to work with vendors, and this answer may be updated during the furlough period. Please stay in touch with your agency HR Office.

8. Are employees entitled to unemployment compensation while on furlough?

In the event of an extended furlough, employees may become eligible for unemployment compensation. For more information about unemployment in North Carolina or to file a claim online, visit the [Division of Employment Security \(DES\) website](#) or call the DES Customer Call Center at 888-737-0259 between 8 a.m. and 5 p.m. Monday through Friday.

9. Does the State Employees Credit Union (SECU) provide any services to assist with financial hardships resulting from the furlough?

Yes. The SECU may be able to help some employees who are furloughed. Employees should call 888-732-8562 or contact their local SECU branch for assistance.

10. Are employees who have been furloughed eligible for Employee Assistance Program (EAP) services through McLaughlin-Young Group?

Yes. EAP counselors will be available to help an employee assess their situation and plan for dealing with challenges associated with temporary job loss. Furloughed employees may access the NC EAP provided by McLaughlin-Young Group, 24 hours a day, seven days a week, by calling 1-888-298-3907 or 704-717-5295, or visit <https://www.mygroup.com/>. There is no cost to the employee or the employee's immediate household family members.