

UNPAID EMERGENCY LAYOFF TEMPLATE LETTER

NAME

ADDRESS

Due to the new COVID19/Coronavirus pandemic, **Agency Name** has arrived at the difficult decision to implement an unpaid emergency layoff (**specify duration**). Unfortunately, this decision impacts your current position, and you are being temporarily laid-off as of **Date** consistent with the statewide Communicable Disease Emergency policy.

You will be placed on a leave of absence from payroll due to (**unavailability of funding, unavailability of work, or another situation requiring employees to stay away from the worksite**). The **Agency Name** is hopeful that these emergency conditions will change and hopes to recall employees as soon as feasible.

Under the Communicable Disease Emergency rules and policy, employees impacted by an emergency layoff are entitled to continued participation in the State Health Plan. The **Agency Name** will continue to pay the employer contribution. **[OPTION: The agency has elected to pay your employee contribution for the month following the emergency layoff, with the provision that you will be expected to repay the State for any contribution made on your behalf.]**

As the **Agency Name** anticipates recalling you as soon as feasible, you are not being separated. You will continue to accrue vacation and sick leave during this time and you will not be paid for any accrued leave. All leave earned during this emergency layoff will be credited to your account upon your return. You will also continue to receive total State service credit while on emergency layoff.

Please note that you may also be eligible for unemployment benefits. Contact the North Carolina Division of Employment Security at <https://des.nc.gov/> for further details.

Also, the North Carolina Employee Assistance Program (NC EAP) is a state-sponsored benefit program that offers the support and resources you need to address personal or work-related challenges and concerns. Best of all, it's free for you and members of your household and completely confidential. You can contact them at mygroup.com or 888.298.3907.

While we understand this is a challenging and uncertain time, management and human resources will be available to assist with any questions you may have about the emergency layoff.

Your dedication and commitment to serve the people of North Carolina is truly appreciated and valued. Thank you for your patience and understanding during such unprecedented emergency conditions facing our state.