

Furlough FAQ

Provided by the Department of Human Resources 04/14/20

Notre Dame de Namur University

- **Effective Dates:** Every effort is being made to notify employees with as much notice as possible. This may create a gap in time between notification and the official furlough date. This can benefit employees by applying for unemployment benefits early and provides the opportunity to bring work tasks to completion. The direct supervisor and a Cabinet member will notify each affected employee.
- **Filing for Unemployment:** Apply for unemployment benefits immediately after receiving verbal and/or written notification of furlough. Use the official furlough date provided even if this date is in the future. This gap allows you time to set-up your account. The account becomes active on the furlough date you provide.
- **Vacation Payout:** Furloughed employees may request a one-time pay out of accrued and unused vacation. Please forward a written request to Mary Haesloop at mhaesloop@ndnu.edu and copy Prakashni Pratap at ppratap@ndnu.edu. A minimum of 14 days' notice must be given to appropriately manage the payment in the following payroll. If a minimum of 14 days' notice is not provided, this payment will take effect in the next available payroll.
- **Health Benefits and Employee Contribution Payments:** Payments may be made in the following ways:
 - A payroll deduction from the paycheck prior to furlough
 - A payroll deduction from accrued and unused vacation
 - Write a check paid to the order of Notre Dame de Namur University. Please verify the applicable amount with Giovanna Sodini at gsodini@ndnu.edu or Prakashni Pratap at ppratap@ndnu.edu.
Mail the check to:
Notre Dame de Namur University
c/o Mary Haesloop
1500 Ralston Avenue
Belmont, CA 94002
- **Health Reimbursement Account (HRA):** The HRA is associated with the medical insurance plan for which the employee is enrolled and will be active as long as the employee's account is active or the deductible is not depleted. Every employee who has a medical insurance plan has an HRA account.
- **Part-time Furlough:** If an employee has received a notice in reduction of hours, apply for unemployment insurance for the portion of time reduced. Apply immediately upon notification of the reduction of hours even if this takes effect on a later date. Exempt employees in this category become non-exempt and will input hours worked in ADP. While on reduced time, **all employees become hourly employees.**
- **Employees living in housing:** Employees living in housing will be allowed a reasonable amount of time to move-out of campus housing.
- **Severance:** At this time there is no information on whether a potential severance package will be available.