

**COVID-19 FURLOUGH**  
**Frequently Asked Questions**  
**UPDATED MAY 11, 2020**

**FREQUENTLY ASKED QUESTIONS**

**What is a furlough?**

A furlough is when a company places an employee in a temporary non-duty, non-pay status, normally due to economic conditions and lack of work. A furlough may include reduced work hours or days of work, or reduced work weeks.

While on furlough, **employees cannot perform work**. That includes checking and sending emails, listening to voice mails, having discussions with your manager and coworkers about work. If you have specific questions about items that should be addressed while you are out, please discuss that with your manager before the next furlough date.

**Why am I being furloughed?**

A small number of critical non-exempt (also referred to as 'hourly') employees must continue to ship product, support customers and/or support essential systems that must remain operational while we are closed. That said, the remainder of our 300+ hourly employees are being furloughed for 3 days each. The goal of the furlough is to reduce costs in the short-term while volume is low which helps us survive this crisis so we can return to normal operations and full employment as soon as possible.

**How long will the furlough last?**

We have no furloughs planned at this time. The company continuously monitors our financial situation and customer demand. We will announce in advance if we need another furlough.

**Will I be paid while on furlough?**

No, you will not receive pay from OMG for a furlough day. You may, however, apply for unemployment through the state in which you work.

**Can I use PTO days during the furlough?**

No, you cannot use PTO days, or other paid time off, to cover furlough days. Again, the goal of the furlough is to reduce costs in the short-term to help the company survive this crisis. We would not achieve any cost savings if we paid employees PTO time on the furlough days.

**Will I have health benefits during the furlough?**

Yes, your health benefits remain the same during this furlough. You will still be responsible for your portion of the monthly insurance cost during the furlough and we may need to adjust employee portions as business conditions dictate.

**Am I eligible for Unemployment Insurance during a furlough?**

Eligibility for unemployment is determined by the state in which you work (IL, MA, MN, NC). Each state has put special rules in place for collecting unemployment tied to COVID-19. Our Federal ID number (FEIN) is **04-3228936**. You will need this to file for unemployment. Many people are filing for unemployment and states are experiencing significant delays, so we encourage you to file immediately. We will not challenge unemployment applications.

Due to high call volumes, states prefer that you file for benefits online:

- Illinois: <https://www2.illinois.gov/ides/individuals/UnemploymentInsurance/Pages/default.aspx>
- Massachusetts: <https://www.mass.gov/unemployment-insurance-ui-online>
- Minnesota: <https://www.uimn.org/applicants/index.jsp>
- North Carolina: <https://des.nc.gov/apply-unemployment>

Each state is responsible for distributing any aid available from the Federal government (\$600) and will do this in conjunction with handling your state claim.

## **FEDERAL AID**

### **What is the Families First Coronavirus Response Act (FCCRA)?**

The FCCRA provides for emergency paid sick leave and expanded FMLA provisions for private-sector employers with fewer than 500 employees.

### **Am I eligible for the benefits that fall under the FCCRA?**

Because OMG has more than 500 employees, we are not eligible for the benefits of FCCRA.

### **Is FCCRA the same as the federal stimulus package?**

The federal stimulus package is separate from the FCCRA and is referenced as the CARES Act. This act provides additional benefit to unemployment insurance and opens access to retirement plan 401(k) monies. Please contact Fidelity at 800-835-5097 for questions relating to your 401(k) plan.

## **OTHER RESOURCES**

**LifeWorks Employee Assistance Program (EAP)** is available to locate referrals and resources for services such as childcare, financial services referrals, managing stress, legal consulting, and senior care. You and members of your household can contact LifeWorks 24/7 at:

888-456-1324; en español: 888-732-9020; TTY: 800-346-9188.

You can also visit [www.lifeworks.com](http://www.lifeworks.com) (user id: Steel; password: eap).

**United Way 211** also is available if you need assistance finding food, paying housing bills, or other essential services. 211 is available 24/7 at: [www.211.org](http://www.211.org) (dial 2-1-1)