



2020 Furlough Request

Dear Employee,

Due to the economic impact of COVID-19, CHI Franciscan is implementing measures to ensure the financial stability of the company. The current pandemic situation has impacted our business significantly, and as a result, we are providing the opportunity to request a voluntary temporary furlough.

A furloughed employee may use paid time (PTO), or Annual Leave, or seek unpaid time and seek unemployment benefit insurance through the Washington State Employment Security Department. Specific benefit insurance questions and unemployment insurance application can be found at <https://esd.wa.gov/newsroom/covid-19>. CommonSpirit Health (CSH) will maintain your full monthly premiums for essential health and welfare benefits at your current enrollment status through June 30, 2020.

Directions: Complete the form below, and submit the request to your manager no later than [Date: \_\_\_\_\_].

Printed Name: \_\_\_\_\_ Employee # \_\_\_\_\_

Employer: FMG  FSS  Harrison  Highline  St Anthony  St. Clare  St. Elizabeth  St. Frances  St. Joseph

Position: \_\_\_\_\_ Manager: \_\_\_\_\_ Department: \_\_\_\_\_

I am accepting a furlough for: 1 week  2 weeks  4 weeks

I wish to utilize PTO accruals during the furlough: Yes  No

Personal contact information (telephone): \_\_\_\_\_ Personal email contact: \_\_\_\_\_

My signature indicates my understanding that I am accepting furlough. The decision regarding which employee is selected to furlough will be made in accordance with Collective Bargaining Agreements using seniority as the determining factor assuming skill and ability are considered equal. Requests may be denied based upon the number of requests received, an employee’s critical skills, and business needs. I also understand if I work in a department with required standby, I will not take standby during an unpaid furlough and I will work with management to reschedule my standby obligation. I understand my furlough may be delayed if my prescheduled standby cannot be reassigned. During the furlough period, I understand that I will not be performing any work, including intermittent checking of email. I understand if selected for furlough I may be recalled at any time with 36 hours’ notice.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval of Furlough:

Furlough Start Date: \_\_\_\_\_ Furlough End Date: \_\_\_\_\_ Return to work date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR Signature: \_\_\_\_\_ Date: \_\_\_\_\_