

Supervisory Communications Checklist for Furloughs of less than 30 days

The purpose of this document is to serve as a communications checklist for management use in dealing with employees. The following procedures are suggested:

- Obtain your contact list for each of your employees.
- Contact your employee and utilize the appropriate script detailed below.
- Upon completion of any conversation, document the time and date the conversation occurred.
- If the employee is not available, leave a voice mail message to receive a return call and read the script below into the voice mail message.
 - Accordingly, document this step when it occurs.
- If the employee does not have voice mail or an answering machine, send the script to a home email address or contact their emergency POC
 - This should also be documented accordingly, however; continued attempts should be made to contact the employee directly.
- Retain all documentation in your records. You will receive disposition of record instructions in the near future.
- If an employee is furloughed, and you cannot personally serve the employee with the furlough notification letter, you must mail a copy of the notification letter to the employee's home address, using certified mail with a return receipt requested.

COMMUNICATION SCRIPT 1 (Use this script if the employee has been previously notified that their employment status is “non-excepted”)

Hello, this is _____ . As we discussed on Friday, the possibility that [insert office/organization] would be required to go into a furlough due to the absence of an appropriation bill has now occurred. I need to remind you that because we are unable to incur new financial obligations, you are being placed in non-pay, non-duty status, since your duties were not excepted from the furlough. You will remain away from your place of duty and perform no official work unless, and until, you are recalled once a continuation resolution or an appropriations bill is passed. As a result of the lapse of appropriations, [insert office/organization] is required to cancel any paid leave approved for use during this period. Regrettably, the customary 30 day advance notice period was not possible due to the sudden emergency requiring curtailment of agency activities. You will receive additional written documentation regarding this furlough and your rights. You are encouraged to monitor local public media outlets, the Office of Personnel Management (OPM) web site and the Department of Defense main web page for information about when you should report back to work.

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COMMUNICATION SCRIPT 2 (Use this script if the employee was not previously notified that their employment status is “non-excepted”)

Hello, this is _____. Unfortunately, I need to inform you due to the absence of an appropriation bill [insert office/organization] is unable to incur further financial obligations and an orderly shutdown of the government is required. Because the duties you perform were not excepted from the furlough you are being placed in a non pay, non duty status. You will remain away from your place of duty and perform no official work unless, and until, you are recalled once a continuation resolution or an appropriations bill is passed. As a result of the lapse of appropriations, [insert office/organization] is required to cancel any paid leave approved for use during this period. Regrettably, the customary 30 day advance notice period was not possible due to the sudden emergency requiring curtailment of agency activities. You will receive additional written documentation regarding this furlough and your rights. You are encouraged to monitor local public media outlets, the Office of Personnel Management (OPM) web site and the Department of Defense main web page for information about when you should report back to work.

COMMUNICATION SCRIPT 3 (Use this script if the employee was previously notified that their employment status is “excepted”)

Hello, this is _____. I am calling to confirm that you understand your position is excepted from the furlough that is taking place. You are expected to report to work and continue working your normal schedule. As a result of the lapse of appropriations, [insert office/organization] is required to cancel any paid leave that may have been previously approved for use during this period, as there is no authorization for paid leave (annual, sick, comp, etc) during this furlough period. In addition, although you are in an excepted status your pay will may be deferred until such time as a continuing resolution has been signed or the FY2011 appropriations have been passed. If you cannot report to work because of an emergency during this furlough period, you will be placed in a furlough status until such time as you can report to work, as determined by management.

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COMMUNICATION SCRIPT 4 (Use this script if the employee was not previously notified that their employment status is “excepted”)

Hello, this is _____. I am calling to inform you that your position has been excepted from the furlough that is taking place. You are expected to report to work and continue working your normal schedule. As a result of the lapse of appropriations, [insert office/organization] is required to cancel any paid leave that may have been previously approved for use during this period, as there is no authorization for paid leave (annual, sick, comp, etc) during this furlough period. In addition, although you are in an excepted status your pay will may be deferred until such time as a continuing resolution has been signed or the FY2011 appropriations have been passed. If you cannot report to work because of an emergency during this furlough period, you will be placed in a furlough status until such time as you can report to work, as determined by management.

COMMUNICATION SCRIPT 5 (Use this script to recall employees when the furlough ends)

Hello, this is _____. I am calling to notify you that the President has signed a Continuing Resolution (or a new appropriation). Therefore, the furlough has been lifted and you are to return to duty on your next regular scheduled work day