



Temporary Furlough -- Frequently Asked Questions (FAQs)

When is my last work day?

- Bi-weekly -- Your last work day will be your last scheduled day on or before Sunday, April 26, 2020.
- Monthly – Your last work day will be Thursday, April 30, 2020.

How will I be paid?

- Bi-weekly -- You will be paid your regular wages for all hours worked through April 26, 2020.
 - Employees should continue to enter their actual worked hours on their time card through that date.
 - You will receive pay for these hours via direct deposit on Friday, May 1, 2020.
- Monthly – You will be paid your regular salary through April 30, 2020.
 - You will receive pay for this period on Friday, April 24, 2020.

What will happen to my health and welfare benefits?

- The University will continue your current health and welfare benefits during this temporary furlough.
 - The employee premium cost-share must be paid monthly to maintain these benefits.
 - See [Benefits While on Furlough](#) for information on the process to submit your portion of benefit costs during this time. Benefit premiums will be taken after-tax.

How long will the furlough last?

- While this could change given these unprecedented times, the furlough is expected to end July 31, 2020 for exempt/salary employees and August 2, 2020 for non-exempt employees.

How do I apply for unemployment benefits?

- You are encouraged to contact the Ohio Department of Job and Family Services (ODJFS) at <https://unemploymenthelp.ohio.gov/> for information on eligibility and applying for unemployment benefits.
 - For detailed steps of the application process please refer to [UI application process](#)
 - For additional FAQs related to unemployment compensation, please refer to [unemployment compensation FAQs](#).
- When filing for unemployment compensation benefits, ODJFS has asked employees to reference the number: **2000180**
- Use the following address for Wittenberg: **P.O. Box 720, Springfield, OH 45501**

When do I apply for unemployment benefits?

- You may file your application for unemployment benefits within your first week of your furlough.
 - Bi-weekly - Your application for benefits may be filed as early as April 27, 2020.
 - Monthly – Your application for benefits may be filed as early as May 1, 2020.

What will happen to my retirement savings plan?

- Your last contribution and University match contribution to your TIAA retirement savings plan will be made with your last payroll direct deposit.
 - Funds in your retirement savings plan will remain in your account unless you decide to take action.
 - The University match has been suspended for all employees.

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What will happen to my unused sick, personal and vacation time?

- Your unused and earned leave balances will be frozen. You will not accrue any leave time during your furlough period.
 - Upon return to campus, you will have immediate access to use earned leave per Wittenberg's leave usage policies.

When will my access to my Wittenberg account and email be turned off?

- Access to your Wittenberg account and email will be suspended upon your furlough departure.
 - You will not have access to your Wittenberg email over your furlough period.
 - You are encouraged to forward any personal items to your personal email account before the applicable date your furlough begins.
 - Please work with your supervisor to ensure emails received during the furlough period are forwarded to the appropriate individual(s).
 - If you don't have a personal email account, please see [Instructions for NonWitt Email](#)
 - You can access your Pay Advice prior to your furlough period on the MyWitt portal.
 - Should you need a copy of your Pay Advice after your furlough begins, please contact Human Resources at hure-mail@wittenberg.edu .

What should I do with the Wittenberg equipment/property that has been issued to me?

- If you have Wittenberg equipment and/or property, please keep it secure during your furlough period.
 - In the event you do not return to Wittenberg, you will be required to return all Wittenberg equipment and/or property upon notice.

Will I be able to access my office to get my personal items?

- Under Governor DeWine's Stay at Home Order, we ask that you not come to campus unless absolutely necessary. If you determine necessity, you must gain approval and provide notice through your supervisor to the police division, HR and your senior staff member to include date, time and location.

What additional support services are available to me right now?

- Human Resources is available to answer any of your questions or concerns. Please contact the HR department at hure-mail@wittenberg.edu or call Mary Beth at 937-327-7520, DeAnna at 937-327-7519, Danita at 937-327-7526 or Carol at 937-327-7527.
- You are also encouraged to contact LifeWorks U.S., Inc. our Employee Assistance Plan (EAP) at 1-888-319-7819 or get further information from the [EAP Flyer](#).

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