



Stand-by, Furloughs & Lay-Offs

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Standby, Furlough, & Partial Unemployment: what are they and what's the difference?

Standby, Furlough, & Partial Unemployment are categories of temporary unemployment as defined by the WA State Employment Security Dept (see <https://esd.wa.gov/unemployment/temporarylayoffs>). Because the regulations, procedures, and benefits change for these categories, you should not rely on this document or other information from Jamco America in understanding your rights or responsibilities.

Generally, all three categories have these characteristics:

- The employee is working fewer hours on a temporary basis; the employer expects the employee to return to full employment in the future
- The employee may apply for unemployment compensation
- The employee is not required to show evidence that they are actively looking for new employment while receiving benefits

Generally, the differences are:

- Standby is a temporary layoff – the employee does not work for a period of time. The duration is shorter than the other categories – typically limited to 8 to 12 weeks depending on current regulations.
- Partial unemployment involves working part-time every week after having been hired for fulltime work. Jamco does not presently participate in a Partial Unemployment Program.
- Furloughs are a form of temporary layoff that may consist of a complete stoppage of work or reduced work hours over a period of time (for example, a reduction of one day a week for a year).

Work schedules and unemployment status are subject to change. Unemployment benefits are determined on a week-by-week basis. Earnings during a week will likely reduce or eliminate unemployment benefits for that week.

You may receive a denial letter after applying for unemployment benefits. KEEP APPLYING. We have been told that the denial letters are “automatic” and each one is being reviewed on a case by case basis. Once approved, the benefits will be retroactive from the 1st day of eligibility.

Unemployment benefits are strictly between you and the State of Washington. Jamco's only role in supporting these benefits is to validate the reason and/or dates that you are not working. You are encouraged to visit: <https://esd.wa.gov/unemployment/how-to-file-a-weekly-claim> for more information and to determine if you meet the requirements. Please keep in mind that these minimum requirements can change, so it is in your best interest to review their website on a regular basis.



Benefits provided by Jamco America while on Stand-by or Furlough or Partial Unemployment:

You continue to be an employee of Jamco America with the following benefits:

- Short and Long Term Disability Insurance will continue with premiums paid by Jamco America
- Medical and Dental/Vision and Optional Life Insurance: These will continue the same as when you are working. You are still responsible for your share of the premiums. Jamco will delay collecting your share of the premium until you return as long as you have sufficient PTO accrual to offset the premiums owed.
 - Note: HR will inform you if payment is required sooner; if required, failure to pay may result in termination of that benefit and COBRA will be offered. Upon return to work, Jamco will deduct the premiums at double the usual rate (once for current premiums and once for the delayed premiums) until all delayed premiums have been paid. You may also pay your portion by check or credit card. You will continue to accrue PTO at your regular accrual rate while on stand-by or furlough. ****Please see note below about using your accrued PTO (if available) to cover your medical premiums upon return to work.***
- Employees will continue to accrued PTO while on Standby or Furlough. Upon return from Stand-by or Furlough, you may request payment for PTO hours available by submitting a PTO Accrued Payout Request Form in order to supplement lost wages. **The limit on the PTO pay-out is limited to the number of hours of unpaid time in the prior three months.**
 - o *Note that there is a time limitation to submit this request, please see a member of the HR Department for more information.*
- Dental and Vision Reimbursements may be submitted while you are out on Standby or Furlough or Partial Unemployment. You may use the standard dental/vision reimbursement form (the form used prior to switching to the electronic version). This form may be emailed or dropped off at the HR Office with proper documentation and it will be processed accordingly. Approved reimbursements will be issued via direct deposit unless the employee requests to pick up the check through Express Dental-Vision Reimbursement with the corresponding fee.
- Holiday Pay will not be paid if the employee is on Stand-by or Furlough or Partial Unemployment on both the regularly scheduled work day immediately preceding and following the holiday. Holiday Pay will be paid if the employee is not on Stand-by or

Furlough or Partial Unemployment on the regularly scheduled work day either immediately preceding or following the holiday.

- Gym Reimbursements will continue the same as when you are working.



Benefits provided by Jamco America while on Stand-by or Furlough or Partial Unemployment (cont).

- 401(k) Participation and Matching (if applicable) will continue the same as when you are working. (Matching will apply to PTO and Holiday wages, if matching is in effect). If you have an active 401K loan and you are on stand-by or furlough status, please inquire with HR and we will provide you with some additional information and advise you to also contact TransAmerica directly to determine how to handle your loan payments while you are not earning wages at Jamco.

What does Lay-Off Mean?

There may be instances where Jamco decides that a permanent lay-off of an employee is the best option. These decisions are not taken lightly. An employee may volunteer for layoff, but all layoffs are determined by Management and are treated the same. Should you be laid off:

- You will be paid for all hours worked from the beginning of the pay period to the date of layoff. This includes any PTO hours used during that period and any balance that you may have accrued to date.
- You may also offered a severance payment. You may be required to sign a legal release of liability agreement in exchange for the severance payment. You will be advised of your specific severance payment, if applicable.
- Your Medical, Dental/Vision and Optional Life insurance will end on the last day of the month in which you are laid off unless otherwise specified. Any premiums owed will be deducted from your last paycheck.
- If you have gym reimbursement requests that you have not yet submitted, you are encouraged to submit them to HR prior to your departure.

Resources

Employees may qualify for state and/or federal unemployment insurance benefits. Resources for Washington State include:

- <https://www.esd.wa.gov/unemployment>
- ESD Claim Center: 800-318-6022
- <https://esd.wa.gov/unemployment/eligibility-and-general-questions>

Please email Marissa Gummere, Jeana Ball and Jeannie McNeal in the Jamco America HR Department with specific questions.