

[Company Letterhead]

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notice of Intermittent Furlough

Dear [Employee Name],

Due to [reason for furlough, e.g., economic downturn / seasonal restructuring], [Company Name] is implementing a mandatory intermittent furlough program. This letter serves as formal notice that your position as an exempt employee is included in this program.

Furlough Schedule:

Your intermittent furlough will begin on [Start Date] and is currently expected to continue until [End Date or "Indefinitely"]. During this period, you will be required to take [Number] unpaid furlough days per [week/pay period].

Your specific designated furlough days are: [List specific days or describe the rotation].

Work and Compensation:

As an exempt employee, your salary will be reduced proportionately to reflect the reduction in work days. Under federal and state law, you must not perform any work on your designated furlough days. This includes checking emails, taking phone calls, or performing any administrative tasks. Working during a furlough day may jeopardize your exempt status and violate company policy.

Benefits:

Despite the reduction in hours and pay, your eligibility for health insurance and other benefits will [remain unchanged / be modified as follows: Details]. Your leave accrual will [continue / be prorated] based on your actual hours worked.

Unemployment Insurance:

You may be eligible for partial unemployment insurance benefits through [State Agency Name]. We encourage you to contact them directly to determine your eligibility.

We appreciate your dedication and flexibility during this challenging time. If you have any questions regarding this schedule or your benefits, please contact [HR Contact Name] at [Phone Number/Email].

Sincerely,

[Name of Manager/HR Representative]
[Title]
[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this notice and understand that I am prohibited from performing any work on my designated furlough days.

Signature: _____ Date: _____