

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notice of Rolling Furlough

Dear [Employee Name],

Due to [reason for furlough, e.g., current economic conditions/operational restructuring], [Company Name] is implementing a rolling furlough program for exempt employees. This letter serves as formal notice that your position is included in this program.

Furlough Schedule:

Effective [Start Date], you will be required to take [Number] unpaid furlough days per [Week/Pay Period/Month]. Your specific designated off-days will be: [Insert Schedule/Days of Week]. This rolling furlough is currently expected to continue until [End Date/Further Notice].

Work Restrictions:

As an exempt employee, you are strictly prohibited from performing any work on your designated furlough days. This includes checking emails, taking phone calls, or performing any administrative tasks. To comply with the Fair Labor Standards Act (FLSA), you must not perform any work during a week in which you are taking a full-day furlough to ensure your salary is adjusted correctly.

Compensation and Benefits:

- **Salary:** Your monthly/bi-weekly salary will be prorated to reflect the unpaid furlough days.
- **Health Benefits:** Your medical, dental, and vision benefits will remain active during this period, provided you continue to pay your portion of the premiums.
- **Paid Time Off (PTO):** [Optional: Specify if PTO accrual is affected or if PTO can be used to cover furlough days].

Unemployment Insurance:

You may be eligible for partial unemployment benefits through the [State/Region] employment office. We encourage you to contact them directly to determine your eligibility.

We appreciate your continued dedication to [Company Name] during this challenging time. If you have any questions regarding this schedule or your benefits, please contact [HR Name/Department] at [Contact Information].

Sincerely,

[Name]
[Title]
[Company Name]

Acknowledgment of Receipt:

I acknowledge that I have received this notice and understand the terms of the rolling furlough.

Employee Signature

Date