

Subject: HR update for employees impacted by furloughs

Date: Thursday, April 23, 2020 at 5:05:45 PM Eastern Daylight Time

From: UofL Update,Service Account

To: UofL Update,Service Account

UofL employees,

If you have been informed you will be impacted by a furlough, it is very important that you **do not contact the unemployment office until you receive your official letter from HR** that contains specific instructions as this will prevent you from taking advantage of benefits negotiated by the university.

Additionally, please note the following:

- The university will send a mass E-claim file to the unemployment office on behalf of all employees impacted by a furlough. Employees will not have to file individual claims. However, they will **be required** to request unemployment benefit checks each week. The mass E-claims will:
 - Streamline the application process
 - Include a phone claims line dedicated to UofL employees
 - Allow employees to request/receive payment sooner than those who file individually
 - Reduce the wait time of the required 13-day period that is standard for normal claims
 - Enable employees to request weekly benefit payments
- You will receive a detailed furlough letter from your department which includes instructions on how to request weekly unemployment benefits. Again, **do not contact the unemployment office until you receive your letter**. The letter will include **the exact dates and times you must contact the unemployment office**. It will also include **a dedicated phone number and email link** for you to use when contacting the unemployment office. If you contact the unemployment office prior to the dates provided in your letter **you will not be able to take advantage of the weekly benefit requests** afforded through this E-claim process.

Thank you for your patience and understanding as we work through this process. We will continue to share information with you as soon as it becomes available.

Respectfully,

Mary Elizabeth Miles
Interim Vice President
Human Resources