**Layoff:**

* A layoff means you are laid off without employment, for an indefinite period of time.
* You may or may not be called back to work and it will change your employment status, so you are not eligible for benefits, except through COBRA.
* You are eligible for unemployment benefits.
* Most contracts will have a layoff procedure, except that employees in Civil Service jurisdictions will be guided by the Commission’s procedures. You should check to make sure that the Employer is following the appropriate layoff procedure.

**Furlough:**

* A furlough means you are not going to work and they are not going to pay you for a period of time (say 10 days, or a specific number of days per week, as examples) but once you don’t work the 10 days, you go back to your normal schedule and employment status resumes.
* During a furlough, you remain eligible for benefits.
* Furloughs likely will not have contract language, but they still must be negotiated.

**Layoff:**

• Check if the Employer is a Civil Service employer or not.

• If they are a Civil Service employer, consult with the Civil Service Commission’s procedures.

• If they are not a Civil Service employer, follow the layoff and recall procedure in the contract and supply your Director with said language.

• Ask the Employer if there are any alternatives to a layoff.

• Have they laid off per diem and/or non-union part time first?

• Will management be laid off, as well?

• What is the expectation with respect to the length of the layoff? Is it expected to be a short term layoff or is it long term?

**Furlough:**

* Demand negotiations over decision to furlough and impact of decision. Secure language that preserves all benefits, such as: seniority, health coverage and pension.
* Have they laid off per diem, non-union part time?
* Will management be furloughed equally?
* Can we negotiate a way for members to get their time back, if financial conditions improve? Such as a comp day for each day furloughed to be used over the next two years.
* Can the furlough be broken into a staggered schedule?
* Will the furlough be done in such a way so that employees can collect unemployment?