

OBERLIN

COLLEGE & CONSERVATORY

Department of Human Resources

To: Oberlin College Community
From: Joseph Vitale, Chief Human Resources Officer
Subject: Voluntary Furlough Program
Date: May 7, 2020

Given the unprecedented impact of COVID-19, Oberlin is implementing a voluntary furlough policy through the end of the fiscal year, June 30, 2020, for all employees.

Under this program, employees would have the ability to request a furlough, meaning that pay would be suspended even as health insurance benefits are maintained. Employees requesting a furlough will remain eligible for state and federal unemployment benefits.

The College shall limit employee eligibility in each classification based on labor needs. The College also shall be able to recall furloughed employees if they are needed. For unionized workers, recall decisions will be made according to the collective bargaining agreement.

Employees who wish to engage in this program should contact their supervisor and together they should complete the [Voluntary Furlough Program Request Form](#). Once approved, the form should be sent to the Department of Human Resources at Human.Resources@oberlin.edu.

Furlough requests must be made in one-week, continuous increments (*i.e. Monday through Friday*). The policy will be effective immediately and run until June 30.

If you are interested in a voluntary furlough through June 30, please contact your supervisor. For more information, contact Human Resources at 440.775.5573 or Human.Resources@oberlin.edu.

Thank you for your interest.