**Return to Work from Furlough Letter (COVID-19)**

**Example paragraph heading**

Remove any information from this letter that is inappropriate or irrelevant to your work force. For example, while a no-show, no-call communication may be appropriate in a large organization, in a smaller or more professional organization it may be seen as a very negative message to send to employees. You should have been communicating with employees during the furlough with relation to safety practices and advising them to contact you with concerns. Employees should have time to think through what your response has been and what their options are before receiving a return from furlough letter.

Employee Name  
Address  
City, State Zip

Date

Dear (Employee Name),

As you know, we have been reviewing state and federal guidance as well as our business needs in determining a return-to-work date for furloughed employees. We take the COVID-19 pandemic seriously and have been working hard to establish safety procedures. (You may have already customized the safety/policy communication that Catapult provides – if not, include with the furlough letter.)

We ask our employees to share their thoughts and concerns about returning to work and to let us know if they need special safety considerations due to they or a family member having an underlying health condition, being age 65 or older or otherwise being at increased risk due to the current pandemic. Please contact me personally (include the ways they can contact you), not your supervisor, as soon as possible prior to your return-to-work date if you need to discuss your situation/accommodations with us. (This information may have been communicated in a prior mailing or email along with the safety/policy communication, but you can repeat here/customize as needed. It is important to encourage employee discussions, to consider individual situations and to ensure you are legally compliant. Make sure employees contact Human Resources – the supervisor does not to be the first contact for an ADA or medical discussion.)

At this time, we have established the attached plan (should include information related to ongoing telework, staggered shifts, masks, temperature checking, etc.) to return employees to work and believe that both guidance as well as our safety practices demonstrate that the workplace will be safe as long as we and all of our employees use appropriate precautions as stated in the attached document.

Your return-to-work date is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Attempt to provide at least a week’s notice.)

If you do not contact us and do not show up for your work shift on the day you are scheduled to return to work, your absences will be tracked. After 3 days of not showing up and not calling, you will be presumed to have resigned your position. Any absences that do not result in employment ending will be dealt with in accordance with our normal progressive corrective action policy. (This policy should match any policy in your current handbook for job abandonment/no-show or no-call and should be consistent with past practice.)

If you have been furloughed for six months or more, we will be requiring all staff to complete basic new hire paperwork to become active employees again and to ensure that our files are up to date and our employees are protected. We will not require documentation for a new I-9, unless you were placed in a termination status, but this re-activation process will require:

* Background check (your hire will not be delayed due to the background check, but your reinstatement will be provisional until the background check has been received and reviewed). You will need to complete a background check authorization form upon your return to work.
* New tax forms
* An update on address/emergency contact information
* New benefits paperwork

(None of the above is a legal requirement, so adjust as needed.)

If you have been furloughed for under six months, we may require new benefits paperwork if your benefits have been ended. If you have had changes to your address or contact information, make us aware so that we can update that information.

If you were placed in a termination status (at which time you would have been notified) you will need to go through the complete rehire process.

We appreciate your taking the time to read through this letter and to review the new safety practices. We are truly looking forward to being able to get back to business and are happy that you are returning to work. We are here if you need us, so reach out with any questions!