

## **Furloughs FAQ**

Below please find a list of some Frequently Asked Questions regarding furloughs. This is an evolving document and will be updated.

- **What is a furlough?**
  - A furlough is a temporary unpaid leave of absence. Furloughed employees remain employed.
- **Is MBN doing furloughs?**
  - **Nothing has been finalized yet, but things are moving quickly. Furloughs for much of MBN's U.S.-based staff could come as early as Sunday March 23<sup>rd</sup>.**
- **What happens during a furlough?**
  - During the furlough, most MBN domestic employees will not be permitted to do any work and will not receive any pay.
- **Why are we considering doing furloughs?**
  - We are considering doing furloughs to preserve our cash. We have very limited funds, and we are trying to stretch them out until we get another disbursement of funds.
- **When would the furlough start?**
  - If we must institute a furlough, it could come as early as Sunday, March 23<sup>rd</sup>.
- **How long will the furlough last?**
  - We estimate the furlough will last two weeks. This may change as a result of business conditions.
- **Is the whole company affected if there is a furlough?**
  - No. The furlough would affect U.S.-based staff only; a small number of U.S.-based employees have been asked to keep working to maintain basic operations.
- **If you're furloughed, are you still considered an employee?**
  - Yes, people who are furloughed are employees.

- **Will I receive back pay when I return?**
  - No. Furloughs are unpaid, and there will be no retroactive pay.
- **Do we still have health benefits in a furlough?**
  - Yes. In a furlough, you are still considered an employee, so your health insurance is active.
- **Can I apply for unemployment benefits during the furlough period?**
  - Yes. If you performed any work in Virginia during the last 18 months, you are eligible to apply for unemployment benefits during the furlough.
  - Employees who live in Washington D.C. or Maryland and work in Springfield, may also file for unemployment benefits in Virginia because that's where they work.
    - <https://www.vec.virginia.gov/apply-unemployment-benefits>
- **Do I need any documents from MBN to apply for unemployment benefits?**
  - No. Once you apply for unemployment benefits, MBN will be notified and will supply any needed information.
- **If I have an HR related question during this furlough period, who can I reach out to?**
  - For medical benefits questions or claims issues:
    - Call Member Advocacy Center at 800-563-9929 or
    - Visit them online at [www.connerstrong.com/memberadvocacy](http://www.connerstrong.com/memberadvocacy)
  - For 401(k) retirement plan questions visit:
    - [www.principal.com](http://www.principal.com)
  - If you cannot find the answer to your question, please reach out to Billy Sabatini or Deirdre Kline.
- **Is there a point person for emergencies during the furlough?**
  - Deirdre Kline is the point person. Deirdre can be reached at 202-340-0351 or on Teams.
- **How can we get updates during this furlough?**
  - We are setting up a website for this purpose. When live, the website will be [info.mbn-news.com](http://info.mbn-news.com) and will be updated daily.

- **Can I work somewhere else during the furlough period?**
  - Yes. Our revised guidance on any restrictions about the type of work you may do will be sent out by separate email.
- **What resources are available to me during this time?**
  - You can take advantage of the Employee Assistance Program (EAP). The EAP provides confidential counseling services to all MBN domestic employees free of charge. You can access the EAP by calling 888-238-6232 or visiting [resourcesforliving.com](https://resourcesforliving.com) (username: MBN, password: EAP).
- **Am I able to take annual leave during the furlough period.**
  - No. You cannot use annual leave to get paid during the furlough.
- **Am I able to take sick leave or apply for paid family and medical leave during the furlough period?**
  - You may not use sick leave to receive pay during the furlough.
  - FMLA requests for future dates should be submitted when you return to work after furlough.
- **What happens if I am already out on paid family and medical leave when the furlough period starts?**
  - If you are on approved FMLA leave and receiving pay through short-term disability, you will continue to receive your short-term disability payments. Your time on furlough, however, does not count toward the twelve weeks of leave FMLA employees may take (for approved reasons) during a 12-month period. Time that counts toward the twelve weeks will begin again after the furlough.
  - If you receive pay during your approved FMLA leave through sick leave or annual leave, you will not be paid during the furlough.
- **Will employees accrue the normal vacation and sick leave time during the furlough period?**
  - No.
- **Will the furlough affect my immigration process?**
  - No. Since you are still considered an employee during a furlough, it does not affect your immigration process.

- **Can I enter the MBN buildings in Springfield or Washington D.C. during the furlough?**
  - No, you may not enter the buildings during the furlough period. Your badge will be disabled during this time.
- **Can I do just some small amounts of work to keep up with things during the furlough period?**
  - NO. If you are furloughed you cannot do ANY work-related activities whatsoever. No checking emails, no phone calls, nothing. This is important. Failure to abide by this direction could lead to disciplinary action.
- **I have access to my work emails on my personal devices, so I may see a work email inadvertently. Is that okay?**
  - We are disabling email, mobile phone, Teams and VPN during the furlough.
- **Can I communicate with a co-worker on a non-MBN device for non-work-related things?**
  - Yes.
  - If a fellow MBN employee calls you on your personal device to ask a work-related question, immediately stop them and tell them you cannot discuss work-related issues.
- **How should I fill out my time sheet?**
  - On the last day of your work week before the furlough period, fill out the timesheet with the hours you worked and sign it. There will be a special project code on your timesheet for furlough staff. If you fail to file your timesheet, your paycheck may be delayed.
- **During furloughs and the Dubai bureau is still open, does MBN have the budget for the salaries of the Dubai staff through March?**
  - Yes