



The Anderson-DuBose Company

Frequently Asked Associate Questions about Temporary Layoffs

1. When will I know if I will be laid off and for how long?

- You must first sign up to volunteer for a temporary layoff for the week indicated on the sheet or any days in the week by the deadline posted on the top of the form.
- Your manager will communicate to you by the time indicated on the sign up form on the Friday before the week or days in the week you signed up for temporary layoff.
- If you DO NOT hear from your manager, you must report to work for your normal schedule.
- Not everyone who signs up for voluntary layoffs will be granted those weeks or days
- If we do not get enough associates to sign up and volunteer for a temporary layoff we may need to mandate associates to be laid off

2. If I am laid off temporarily will I still be on the company health insurance like I am now?

- YES. Any associate on temporary layoff with a return to work date is eligible to remain on AD health insurance through April 30th.
- If you quit or are terminated for any reason while laid off your benefits will be discontinued as of the termination date and you will be offered COBRA.
- Any premiums you owe will be accrued and collected back from any associate who is laid off when they return to work per an arrangement with payroll.

3. Am I eligible to apply for Unemployment Compensation while on a temporary layoff?

- YES. Any time you are laid off by day or week you are eligible to apply for Unemployment Compensation benefits through the state.
- *Your manager will give you a document to use to help you apply from ODJFS.*
- You are responsible for completing unemployment claims and following all necessary steps necessary by your state.
- All determinations for unemployment benefits are determined by ODJFS, not AD.

4. How much money will I make while on Unemployment?

- Your state offers unemployment compensation benefits and the details are available on the state websites.
- The federal government has an additional stimulus package that enhances unemployment benefits further.

5. Can I use my Paid time off while on temporary layoff?

- NO. You cannot collect paid time off and unemployment at the same time.
- If you have questions about using paid time off, please see your manager.
- Any layoff is unpaid by AD and only compensable through unemployment benefits.

6. What are we going to do with the summer bids?

- We are currently planning to delay the start of summer bids.
- Once we know about the timeline for summer bids we will communicate that timeline
- For now, we are staying with the bids we are currently using to schedule

7. How will being on a layoff affect my seniority?

- A temporary layoff will not affect your seniority
- You are not being terminated and will still be an associate in our systems with the same hire date that you currently use

8. When will everything go back to normal?

- We wish we knew more to answer this question, but we are confident that business will rebound and we will all get back to business and life as usual.
- We will continue to have companywide calls each Friday and send communications to all associates while at work and to your homes regarding any changes and updates on the business.

Please see Linsey Gray, HR Manager, if you have other questions.