Your Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please circle one choice, which is your first preference. We will try to honor that preference, but we may not be able to. We all hope this is temporary, but the company can make no promises about the future.

1. I would prefer that you lay me off. I would like to start collecting Unemployment Insurance (UI) benefits ASAP. I will be paid out any wages, including earned PTO, and if I am on the company Health Insurance plan, my coverage will end at the end of this month.
2. I would prefer to have reduced hours (between 10% and 60% reduction) and file an unemployment claim under the Work Sharing Program. This way I can both keep my current job and earn some limited UI benefits. I will keep earning PTO and if I’m on the company Health Insurance plan, my coverage will stay in place for now.  
   If you picked this, would you prefer \_\_\_\_ Shorter shifts every day, \_\_\_\_ fewer days/week.
3. If you can possibly swing it, I really need to keep full time hours. I realize this may not be possible.

Thank you for your flexibility and understanding in this unusual and trying time.

Check here for some resources and links:

https://www.imprintrevolution.com/covid