



## **FAQ during Temporary Lay-off for COVID-19 (Hourly)**

Please know that FMS appreciates you and all you do. For that reason, in the event of a layoff, we want to ensure you have all of the information you need to navigate through the layoff period. This document provides answers to most frequently asked questions. FMS is still available to answer any specific questions you may have.

### **What about my pay?**

You will receive your pay for the hours worked prior to the lay-off through direct deposit on scheduled FMS pay days.

### **What about my health insurance?**

- FMS will maintain health coverage for those employees temporarily laid off for the month of April and will cover the employee premium cost with the expectation that employees will reimburse FMS upon return to work. Benefits will continue as if you were an actively working employee.
- Should the temporary lay-off period extend beyond April 2020, FMS will communicate alternative health coverage options to our covered employees. This will include COBRA options and Healthcare Exchange.
- You will be eligible for unemployment during the layoff.

### **How do I apply for unemployment?**

You need to contact your state unemployment office either electronically or by phone.

Kentucky: [www.kewes.ky.gov](http://www.kewes.ky.gov) or call 502-875-0442

Indiana: [www.in.gov](http://www.in.gov) or call 800-891-6499

Ohio: [www.unemployment.ohio.gov](http://www.unemployment.ohio.gov) or (888) 296-7541

You will file for **Temporary Unemployment Benefits** and list the reason as **Layoff Due To Coronavirus (COVID-19)**. You will need the following personal information to complete your temporary unemployment benefit: Social Security Number, FMS Hire Date, Pay Rate, Weekly Hours Worked.

### **Will I keep my job?**

FMS will hold all jobs for employees so that you may return to work at the appropriate time. Should our customer no longer require cleaning services on the lay-off period has ended, we will make every effort to place you into a new position.

### **How will I know when I can come back to work?**

FMS will post information on our Facebook page, website, and reach out to you directly via email to keep you updated. It is crucial that FMS has your correct contact info at all time.

**Will I lose any of my accrued benefits, vacation time, or tenure?**

No, as long as you return to work at the appropriate time once the lay-off period is over.

**Can I get paid now for my accrued vacation time?**

No. FMS has the following policy:

*In the case of a local, regional, or national emergency, (i.e. natural disasters, government declared states of emergency) utilization and distribution of vacation time is frozen until the temporary work shut down is lifted.*

**How long will this last?**

We don't know, but we'll be working hard to keep up with the most up to date information.

**You can send additional questions or inquiries through the FMS website;**

**@ [humanresources@facilitiesmgmt.com](mailto:humanresources@facilitiesmgmt.com)**