

Sample Voluntary Furlough Letter

2013 Voluntary Furlough Letter

I, _____, understand that in the event of a lapse in appropriations for fiscal year 2014, the Office of _____ will be required to furlough employees, except as may be required to enable the House to perform its essential functions. As a result, many employees will be placed in furloughed status during the period of the appropriations lapse and may not be paid for the time while on furlough. The Office of _____ is currently evaluating which employees will need to be furloughed.

I have been advised that employees have been given the option, in advance, to notify the Office that they wish to be selected for furlough in the event of an appropriations lapse. I hereby notify the Office that, in the event there is an appropriations lapse, I wish to be selected for furlough.

Note: The decision regarding which employees will be furloughed is within the sole discretion of the Office, consistent with applicable law and guidance issued by the relevant House authorities. Employees who notify their employing offices that they would like to be selected for furlough may nonetheless be selected to work during the appropriations lapse. Similarly, an employee who declines this option to be selected for furlough may nonetheless be selected for furlough.

Printed Name

Signature

Date