

Diocese of Worcester Staff Reduction of Pay and Benefits Guidance Chart - Issued 4/3/20

Employment Action	Accrued Unused Vacation	Earned Sick Time	DOW Benefit Plan Eligibility	Unemployment	Caution/Restrictions
Permanent Layoff	Must pay out in full on last day of work; must deduct for 403(b) if deduction is in place	Should not be paid out	All benefit eligibility ends on the last calendar day of the month in which employment ends. For Medical and Dental Coverage, continuation of coverage may be available through COBRA	Benefit-eligible and non-benefit eligible employees can file for CARES Act benefits, through Massachusetts Department of Unemployment (MA DUA)*; If CARES benefits are denied or are exhausted, benefit-eligible employees with 6 months or more of service would be eligible to apply for Employment Transition Benefits	Recommend contacting the Fiscal Affairs Department for review prior to decision.
Temporary unpaid leave, indefinite time period, intent to return employee to work when location reopens/budget allows	Per the Mass AG; when an employee is temporarily laid off, they have a right to be paid all of their earned wages, including all accrued vacation pay, on that same day. Must deduct for 403(b) if deduction in place. If an employee requests, instead, to be paid vacation over the coming weeks, the employer can accommodate this request.	Should not be paid unless employee qualifies to use earned sick time under MA law; no additional federal sick time is applicable.	All benefit eligibility remains in effect through at least May, 2020. Employee deductions/payments for Medical and Dental could vary by location. Contact HR/Payroll Dept. at the Fiscal Affairs Office for assistance.	Benefit-eligible and non-benefit eligible employees can file for CARES Act benefits, through MA DUA* to determine if they are eligible. Employment Transition Benefits would not be available.	Recommend Fiscal Affairs Department review prior to decision unless all staff are treated in substantially similar manner.
Furlough (set period of time with no work and no pay)	If employee has accrued vacation time, they can request to be paid for it during the furlough.	Should not be paid unless employee qualifies to use earned sick time under MA law; no additional federal sick time is applicable.	All benefit eligibility remains in effect through at least May, 2020. Employee deductions/payments for Medical and Dental could vary by location. Contact HR/Payroll Dept. at the Fiscal Affairs Office for assistance.	Benefit-eligible and non-benefit eligible employees can file for CARES Act benefits, through MA DUA* to determine if they are eligible. Employment Transition Benefits would not be available.	For salaried staff members, time period must be in one week increments. Recommend Fiscal Affairs Department review prior to decision unless all staff are treated in substantially in a similar manner.
Reduced hours/reduced pay	Need not be paid out in full; employer can grant request for vacation time to use to cover periods that would otherwise be unpaid.	Should not be paid unless employee qualifies to use earned sick time under MA law; no additional federal sick time is applicable.	All benefit eligibility remains in effect through at least May, 2020. Employee deductions/payments for Medical and Dental could vary by location. Contact HR/Payroll Dept. at the Fiscal Affairs Office for assistance.	Benefit-eligible and non-benefit eligible employees can file for CARES Act benefits, through MA DUA* to determine if they are eligible. Employment Transition Benefits would not be available.	For salaried staff members, a reduction in pay should, ideally, be accompanied by a commensurate reduction in expected work hours. Salaried staff members should only have pay reduced prospectively. Recommend Fiscal Affairs Department review prior to decision if all staff are treated in substantially similar manner.

* www.mass.gov/alerts/care-act-unemployment#undefined