

2015 Partial Government Shutdown Layoff FAQ

UPDATE 5.28.15



Please note, at this time it is not anticipated that the partial shutdown will impact employees of DPS, DOC, and HSS. Please contact your department Human Resource department staff for questions about your individual position.



Who can help answer specific or individual questions?

Your department Human Resource staff is available to help answer individual questions and discuss your individual circumstances. Below is a link to other resources which may be helpful leading up to the partial-shutdown.

- Department Human Resource Staff <http://doa.alaska.gov/dop/serviceCenters/contact/>
- Your Union <http://doa.alaska.gov/dop/LaborRelations/unionContactList/>
- Retirement and Benefits <http://doa.alaska.gov/drb/>
- Workers Compensation <http://labor.alaska.gov/wc/home.htm>
*WC has partial shutdown FAQ on its website under the “What’s New” section
- Unemployment http://labor.alaska.gov/esd_unemployment_insurance/home.htm
*UI has a partial shutdown FAQ on its website. The direct link is:
http://labor.alaska.gov/esd_unemployment_insurance/Partial_Shutdown_Layoff_UI_FAQ.pdf
- Employee Assistance Program
<http://doa.alaska.gov/drb/alaskaCare/employee/information/eap.html>

If you are a classified employee, please make sure to read the provisions of your collective bargaining agreement (your union is also available for questions). Partially Exempt employees should review the Personnel Rules. Exempt employee should review department policies.



1. How will I be notified when to return to work?

To ensure timely receipt of a recall notice, all employees must subscribe to receive email or text updates; please visit the Department of Administration website: <http://doa.alaska.gov/> or Division of Personnel and Labor Relations website: <http://doa.alaska.gov/dop/> to sign up (note: personal email address and cell phone should be used). In addition, we have set up a phone number to call to retrieve a recorded message regarding the partial-shutdown; call 907-465-4411 or 844-465-4688 (toll free in-state).



2. How long will I be laid off?

Until the Legislature passes a budget, which become law (effect upon Governor's signature or statutory timeframes for a bill to become a law are met).



3. Once notified of recall, how much time do I have to report back to work?

In general, the State will expect employees to return to work as soon as possible after receiving the recall notice. Specific information related to this will be included in the recall notice. Employees are also encouraged to refer to the layoff provisions of their collective bargaining agreement or contact their union representatives.



4. If I'm traveling for the state, can I complete that travel despite my layoff?

No. All travel will need to be completed by 11:59pm on June 30, 2015.



5. I am currently on Family Medical Leave (FMLA/AFLA). Will my FMLA/AFLA continue while in layoff? Will my Family Medical Leave entitlements start over upon recall?

A layoff terminates FMLA/AFLA entitlements. Whether family leave entitlements will start over upon recall will depend in part on how long the layoff lasts. The length of the layoff could also affect whether any family leave entitlements are available after recall. **For more information or to discuss your individual situation please contact your department Human Resource staff.**



6. If my leave is cashed out, what happens when I return to work and need to take leave or have a vacation scheduled?

Decisions about granting leave requests have been (if already scheduled) or will be made by your supervisor. If you do not have leave, you will be placed in Leave Without Pay (LWOP) Status. It is important to discuss leave and LWOP status with your supervisor and/or department Human Resource staff.



7. What happens to my state email during the shutdown?

Your state email will be put in suspended status and you will not be able to access it during the partial-shutdown.



8. I am a classified employee, can I volunteer to come back and work during the partial-shutdown period?

No, under federal law, employees may not work during layoff.