2015 Partial Government Shutdown
Layoff FAQ

On May 18, 2015 Governor Walker sent a letter to State employees regarding the Fiscal Year 2016 budget transmitted to his Office by the Legislature and his subsequent decision to veto unfunded items. Going forward, should the Legislature not pass a fully funded budget prior to July 1, 2015, funding will solely be available for critical positions of life, health, and safety. In early June a majority of State employees will receive a layoff notice.

The following is a general summary of questions to address the potential partial government shutdown; as we continue to get more answers, we will update the FAQ, please check back for additional information. Your department Human Resource staff or your Union reps are also available to answer specific questions.

New or updated answers are indicated by NEW UPDATE

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/
  R&B has a partial shutdown FAQ on its website
  http://doa.alaska.gov/drb/headlines/2015/05/28/layoff-faq-pension-plans/index.html#.VWiaakZrOAh

- 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 employees should review department policies.

BIG QUESTIONS

Who will receive layoff/furlough notices?

Most State employees will receive a layoff notice. This includes but is not limited to: classified, partially exempt, exempt, excluded employees, non-permanent employees, interns, and Alaska Marine Highway System vessel employees. However, certain employees will be retained to protect the life, health, and safety needs of Alaskans during the partial-shutdown (DPS, DOC, and HSS, for example). Note: these notices will be sent to the address on file with the State.

I have heard that my Department, Division, or position will remain open and working during the partial-shutdown, can I ignore my layoff/furlough notice?

No. You will receive a letter or email officially rescinding the layoff/furlough notice. Until you receive such notice, the layoff/furlough stands.

How will I be notified when to return to work after the partial-shutdown?

To ensure timely receipt of a recall notice, all employees must subscribe to receive email or text updates by close of business July 2, 2015; please visit the Department of Administration website: http://doa.alaska.gov/ 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 (in Juneau) or 844-465-4688 (toll free in-state).

Classified Employees

General Information

1. **How much advance notice of layoff must be given?**

   Permanent employees: Every effort will be made to give thirty (30) calendar days' written notice before the effective date of layoff. At the very least, ten (10) working days' notice will be given.

   Probationary employees: Every effort will be made to give ten (10) working days' written notice before the date of layoff.

2. **When are layoff rights effective?**

   Layoff rights are effective on the day after the employee's last day of work. For example, if the employee's last day of work is July 1, the employee is placed in layoff status with all associated layoff rights effective July 2.

3. **What day will I be laid off?**

   The effective date will be July 2, 2015.

4. **How long will I be laid off?**

   Until the Legislature passes a budget, which become law (Governor's signature or legal timeframes met).

5. **When will I know for sure whether I'm going to be laid off?**

   You will receive the layoff notice in early June 2015. The fiscal year ends, as well as funding, at 11:59pm, June 30, 2015. Unless funding is restored, your layoff will be effective July 2, 2015.

6. **Will State Employees have to reapply for their jobs when it's time to come back?**

   No. Employees will be recalled back to work.

7. **If I'm laid off, will I have recall rights? What are those rights?**

   Individual collective bargaining agreements should be reviewed. Under most collective bargaining agreements, employees are placed on the layoff list for their current department, job class, location, position status (full-time, part-time, or seasonal), and bargaining unit.

8. **How long do layoff rights last?**

   Layoff rights will last for up to two (2) or three (3) years (varies by agreement).

9. People are talking about "bumping rights," what are these?

Laid off employees have certain rights under their collective bargaining agreement. This may include the ability to "bump" a less senior employee and move in to their position/job. There are very specific rules about bumping, please read your collective bargaining agreement to see what rules apply to you. Your Union and Human Resources staff can also answer specific questions.

10. Who should I notify with my change of address and information?

It is important that we have your correct contact information. To update your information, please complete the Address Change Form on the Division of Personnel & Labor Relations Website.

http://doa.alaska.gov/dop/docpool/pdf/stdforms/AddressAuthorization.pdf

11. 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.

12. Will employees be able to apply for unemployment?

Yes. While laid off, you may be eligible for Unemployment Insurance (UI) benefits. For information about UI benefits, consult the Department of Labor and Workforce Development, Unemployment Insurance Program resources at http://www.labor.state.ak.us/esd_unemployment_insurance/home.htm

To file a UI claim, log on to myAlaska.com and click on "Unemployment Insurance Benefits". For employment assistance or to register and look for work, please visit jobs.alaska.gov or call 877-724-2539.

13. Why don't you just furlough staff instead of laying them off?

The current collective bargaining agreements do not allow the State to automatically place employees on furlough.

14. If I'm laid off while I'm in the middle of a task that needs to be completed (such as a field survey), can I complete that work despite my layoff?

No. All work will need to cease on the effective date of the layoff.

15. **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.

16. **I am a new employee in probationary status. How will this affect my probationary period?**

    Your probationary period will be moved 1 month for every 23 days of leave without pay you have in a leave year (December 16 – December 15). Time in layoff status is considered leave without pay for this purpose.

17. **I recently accepted a position and I am currently in probationary status, however, I have permanent status in another job. How will this affect me? Can I go back to my old job?**

    No. Layoff is applicable to your current job classification. Generally speaking, employees do not have rights to other job classifications (bumping, etc.) unless specified in their current collective bargaining agreement.

Benefits, Pay & Leave

18. **If I'm laid off, when will I receive my last paycheck? Will workers be around to process that paycheck?**

    The Department of Administration will retain staff to ensure that employees will receive their last paycheck, which will be received by mid-July.

19. **Will those who have to work continue to receive pay?**

    Yes. They will continue to be paid in accordance with applicable collective bargaining agreement or pay plan.

20. **Will state employees who are laid off due to the partial-shutdown get paid eventually? Even if they were not working?**

    No. Employees on layoff will not get paid for time during the partial-shutdown.

21. **What happens to my health coverage when laid off??**
    Layoffs will commence July 2, therefore, employees who are in pay status July 1 will have health insurance coverage through the month of July. If a budget is not passed and layoffs continue beyond July 31, the following provisions apply:

    GGU and LTC: Coverage ends on the last day of the month in which you last worked. Contact the following plan or Trust Administrator for information on continuing health insurance while on layoff.

- ASEA Union Benefits Trust Administrator 1-866-553-8206
- LTC Trust Administrator 907-276-7611

SU and CEA Employees: Coverage ends thirty (30) calendar days from the effective date of layoff. Contact Retirement and Benefits at 907-465-4460 or 1-800-821-2251 for more information on continuing your health and life insurance while on layoff.

COBRA: For questions related to COBRA, please visit the Retirement & Benefits website, or your union's health trust. http://doa.alaska.gov/drb/cobra/cobraInfo.html.

22. I have previously scheduled vacation on July 1, do I need to change that and come in to work in order to get health insurance? What if I am on my RDO?

You do not have to make any changes, leave and RDO are considered pay status.

23. 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 HR staff.**

24. What happens to my leave accounts when laid off?

Annual/Personal Leave

You will receive a lump sum payment for your accrued annual/personal leave balance.

Sick/Excess Sick Leave

If you have a sick or medical leave bank, your balance will remain intact while you are laid off and will be available for use if you return to employment within the period of your layoff rights. If you do not return to work within the period of your layoff rights, you will be separated and your sick leave balance will be canceled.

25. Can I cash in my leave?

Yes. You can cash in your leave prior to the first day of the partial-shutdown.

26. If I cash out my leave now and a partial shutdown does not occur, can I have the leave put back into my account (buying back leave)?

No.

27. If I cash out my leave now and change my mind or get notice that the partial shutdown will not occur or my layoff is rescinded, can I cancel my request.

No, once submitted, a request cannot be cancelled.

28. What happens to my Flex Time?

Flex time will be lost and cannot be re-credited to you once the partial-shutdown ends.

29. What happens to my Compensatory Time (Comp Time)?

You will receive a lump sum payment for your compensatory time.

30. I am currently scheduled for a vacation during the layoff dates. Will I still receive pay? Can I still take my vacation?

No, personal/annual and sick leave will not be processed or paid out during the partial shutdown. Note: if you have vacation scheduled, we encourage you to discuss this with your supervisor prior to July 2, in case you receive a recall notice while on vacation.

31. 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.

32. I was already planning on retiring, what should I do now? How will the layoff affect my retirement?

Please consult with a Retirement & Benefits Counselor. You may schedule an appointment with a Retirement & Benefits Counselor by calling (907) 465-4460 or visit http://doa.alaska.gov/drb/.

33. Will Retirees continue to receive their benefits?

Yes.

34. If I'm laid off, what will happen to my retirement, SBS, and deferred compensation accounts?

You are strongly encouraged to consult with a Retirement & Benefits Counselor. You may schedule an appointment with a Retirement & Benefits Counselor by calling (907) 465-4460 or visit http://doa.alaska.gov/drb/. For specific questions on Deferred Compensation please email doa.drb.dcp@alaska.gov. Note: it is possible to roll leave into your deferred compensation account; however, this must be done prior to **June 30.** Please contact Deferred Compensation for assistance.

35. I currently reside in state housing, what will happen during the partial-shutdown?
Please contact your Union and your department Human Resource staff to discuss your individual situation.

Other

36. What will happen to my Pay Increment and Merit Anniversary Date?

Your date will be moved 1-month for every 23 days of leave without pay in a leave year (December 16 – December 15), including layoff.

37. If I'm laid off, will I need to return all building keys, identification cards, and other state property?

Yes. You will need to return **all** state property, such as, building keys, identification cards, computers, cellular phones, and travel/purchase/credit cards, etc.

38. Will I need to remove all of my personal property from my office?

No. You do not need to remove your personal items from your work space. Please take home any personal items of value or secure them in a locked portion of your desk while you are gone.

39. What happens to my state email?

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

40. I am a notary, what happens to my notary commission if I am laid off?

Please contact the state notary office for questions about your individual notary status. http://ltgov.alaska.gov/treadwell/notaries.html.

41. Can I volunteer to come back and work during the lay off period?

No, under federal law, employees may not work during layoff. Note: State emails will be suspended during layoff and will be reactivated upon return.

42. If I accept a non-state job while laid off, am I required to complete an Ethics Disclosure: Outside Employment/Services form?

No.

43. Will the Legislative staff be laid off?

The Legislature operates under a different set of rules. Questions related to legislative staffing will need to be forwarded to the appropriate legislative contact.

44. Will the Court staff be laid off?

The Court operates under a different set of rules. Questions related to court staffing will need to be forwarded to the appropriate court contact.

45. Will you layoff University employees?

Although the budget for Alaska's universities has been reduced, personnel matters are handled by the university system. These employees need to refer their questions to their union and/or respective University.

Additional Provisions for AMHS Employees

*Note: Because AMHS employees are considered exempt but also have a Collective Bargaining agreement, many of the provisions above will apply. Please read your Collective Bargaining Agreement and contact your Union or Human Resource staff if you have questions.

46. I am an AMHS employee. Will I be laid off?

AMHS vessel employees are exempt employees that are unionized. AMHS vessel employees have limited layoff provisions in your collective bargaining agreements. All AMHS vessel employees will be laid off. Only employees needed to maintain the safety of the vessel will be recalled. Please contact your Human Resource staff or Union for further information.

47. What happens to my health coverage when laid off??

Layoffs will commence July 2, therefore, employees who are in pay status July 1 will have

health insurance coverage through the month of July. If a budget is not passed and layoffs continue beyond July 31, COBRA is available. For questions related to COBRA, please visit the Retirement & Benefits website: http://doa.alaska.gov/drb/cobra/cobraInfo.html.

For Master Mates and Pilots, if you have further questions please contact your trust, at 1-877-667-5522

Non-Permanent Employees

48. What will happen to me during the partial shutdown?

Non-Permanent employees do not have layoff rights. Non-permanent employees will not work until otherwise directed during the partial-shutdown.

49. I am a long-term non-permanent (LTNP) employee. Will I have health insurance?

Layoffs will commence July 2, therefore, employees who are in pay status July 1 will have health insurance coverage through the month of July. If a budget is not passed and layoffs continue beyond July 31, COBRA is available. For questions related to COBRA, please visit the Retirement & Benefits website: http://doa.alaska.gov/drb/cobra/cobraInfo.html.

50. I am a long-term non-permanent (LTNP) employee. What will happen to my leave?

Leave cash-in requests will need to be submitted to the Payroll Office no later than June 30th. Any leave not cashed out by June 30 will remain in your leave bank for use once the partial shutdown ends. However, you will not be able to use or cash in any leave during the partial-shutdown. Note: Please speak to your department Human Resources staff if you have questions about the status of your non-perm position.

Student, College, Graduate Interns, and Volunteers

51. What will happen to me during the partial shutdown?

Interns (Student, College, Graduate) and volunteers do not have layoff rights. These employees will not work until otherwise directed during the partial-shutdown.

Partially Exempt Employees

52. I am a Partially Exempt employee. Will I be laid off?

Partially Exempt employees do not have a collective bargaining agreement, and the personnel regulations regarding layoff do not apply to Partially Exempt employees. However, most partially exempt employees will not report to work during the partial shutdown, nor will you be paid during the partial shutdown. Partially exempt employees will be in furlough status for 10 working days (per the Personnel Rules). After that time, partially exempt employees will not return to work until called back.

53. What day will furlough begin?

The effective date will be July 2, 2015.

54. How long will the shutdown last?

Until the Legislature passes a budget, which become law (Governor's signature or legal timeframes met).

55. When will I know for sure whether I am affected by the shutdown?

You will receive the notice in early June 2015.

56. Can I volunteer to come back and work during the shutdown?

No.

57. If I'm traveling for the state, can I complete that travel despite the partial-shutdown?

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

58. When will I receive my last paycheck? Will workers be around to process that paycheck?

The Department of Administration will retain staff to ensure that employees will receive their last paycheck, which will be received by mid-July.

59. Will those who have to work continue to receive pay?

Yes. They will continue to be paid in accordance with applicable collective bargaining agreement or pay plan.

60. Will state employees who do not work during the partial-shutdown get paid any or all of their lost salary eventually?

No.

61. 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 by close of business July 2, 2015; please visit the Department of Administration website: http://doa.alaska.gov/ 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). We encourage employees who do not have email or text capability to call the listed phone numbers frequently.

62. Who should I notify with my change of address and information?

It is important that we have your correct contact information. To update your information, please complete the Address Change Form on the Division of Personnel & Labor Relations Website.

http://doa.alaska.gov/dop/docpool/pdf/stdforms/AddressAuthorization.pdf

63. 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. Please work with your Human Resource staff if you anticipate any issues.

64. Will employees be able to apply for unemployment?

Yes. During the partial shutdown, you may be eligible for Unemployment Insurance (UI) benefits. For information about UI benefits, consult the Department of Labor and Workforce Development, Unemployment Insurance Program resources at http://www.labor.state.ak.us/esd_unemployment_insurance/home.htm

To file a UI claim, log on to myAlaska.com and click on "Unemployment Insurance Benefits". For employment assistance or to register and look for work, please visit jobs.alaska.gov or call 877-724-2539.

65. Will I have health insurance while on during the partial-shutdown?

Employees who are in pay status July 1 will have health insurance coverage through the month of July. If a budget is not passed and the partial shutdown continues beyond July 31, COBRA is available. For questions related to COBRA, please visit the Retirement & Benefits website: http://doa.alaska.gov/drb/cobra/cobraInfo.html.

66. I have previously scheduled vacation on July 1, do I need to change that and come in to work in order to get health insurance? What if I am on my RDO?

You do not have to make any changes, leave and RDO are considered pay status.

67. I am currently on Family Medical Leave (FMLA/AFLA). Will my FMLA/AFLA continue during the partial shutdown? Will my Family Medical Leave entitlements start over upon recall?

FMLA/AFLA entitlements for partially exempt and exempt employees may continue during the partial shutdown. The length of the partial shutdown may affect entitlements. **For more information or to discuss your individual situation please contact your department HR staff.**

68. What will happen to my Pay Increment and Merit Anniversary Date?

Your date will be moved 1-month for every 23 days of leave without pay in a leave year (December 16 – December 15).

69. Can I cash in my leave?

Yes. You can cash in your leave prior to the first day of the partial-shutdown.

70. If I cash out my leave now and a partial shutdown does not occur, can I have the leave put back into my account (buying back leave)?

No.

71. If I cash out my leave now and change my mind or get notice that the partial shutdown will not occur or my furlough notice is rescinded, can I cancel my request.

No, once submitted, a request cannot be cancelled.

72. Will my leave bank remain intact during the partial-shutdown?

Yes. Any leave not cashed in by June 30, 2015 will remain in your personal leave bank. However, you will not be able to use or cash in any leave during the partial-shutdown.

73. I am currently scheduled for a vacation after July 1. Will I still receive pay? Can I still take my vacation?

No, personal/annual and sick leave will not be processed or paid out during the partial shutdown. Note: if you have vacation scheduled, we encourage you to discuss this with your supervisor prior to July 2, in case you receive a recall notice while on vacation.

74. I was already planning on retiring, what should I do now? How will the partial-shutdown affect my retirement?

Please consult with a Retirement & Benefits Counselor. You may schedule an appointment with a Retirement & Benefits Counselor by calling (907) 465-4460 or visit http://doa.alaska.gov/drb/.

75. If I'm laid off, what will happen to my retirement, SBS, and deferred compensation accounts?

You are strongly encouraged to consult with a Retirement & Benefits Counselor. You may schedule an appointment with a Retirement & Benefits Counselor by calling (907) 465-4460 or visit http://doa.alaska.gov/drb/. For specific questions on Deferred Compensation please email doa.drb.dcp@alaska.gov. Note: it is possible to roll leave into your deferred compensation account; however, this must be done prior to **June 30.** Please contact Deferred Compensation for assistance.

76. Do I have to turn in my state equipment during the partial-shutdown?

Yes. You will need to return **all** state property, such as, building keys, identification cards, computers, cellular phones, and travel/purchase/credit cards, etc.

77. Can I work for another employer during the partial-shutdown?

It depends; any requests to engage in outside employment must be submitted on the Outside Employment Ethics Form for consideration and approval. **Please discuss your individual situation or plans with your department Human Resources staff.** Note: attorneys and certain other employees may have internal policies on when outside employment may occur and disclosure forms may be required, please contact your department Human Resource staff to discuss you particular situation.

Exempt Employees

78. I am an Exempt employee. Will I be laid off?

Exempt employees do not have a collective bargaining agreement, and the personnel regulations regarding layoff do not apply to Exempt employees. Please check with your agency regarding your status during the partial shutdown. Most Exempt employees will not report to work during the partial shutdown unless directed to do so, nor will you be paid during the partial shutdown. Exempt employees will be notified when they may return to work.

79. What will be my last day of work?

The effective date will be July 2, 2015.

80. How long will the shutdown last?

Until the Legislature passes a budget, which become law (Governor's signature or legal timeframes met).

81. When will I know for sure whether I am affected by the shutdown?

You will receive the notice in early June 2015.

82. Can I volunteer to come back and work during the lay off period?

No.

83. 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 by close of business July 2, 2015; please visit the Department of Administration website: http://doa.alaska.gov/ 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). We encourage employees who do not have email or text capability to call the listed phone numbers frequently.

84. Who should I notify with my change of address and information?

It is important that we have your correct contact information. To update your information, please complete the Address Change Form on the Division of Personnel & Labor Relations Website.

http://doa.alaska.gov/dop/docpool/pdf/stdforms/AddressAuthorization.pdf

85. 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. Please work with your Human Resource staff if you anticipate any issues.

If I'm traveling for the state, can I complete that travel despite the partial-shutdown?

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

86. When will I receive my last paycheck? Will workers be around to process that paycheck?

The Department of Administration will retain staff to ensure that employees will receive their last paycheck, which will be received by mid-July.

87. Will those who have to work continue to receive pay?

Yes. They will continue to be paid in accordance with applicable collective bargaining agreement or pay plan.

88. Will state employees who do not work during the partial-shutdown get paid any or all of their lost salary eventually?

No.

89. Will I have health insurance during the partial-shutdown?

Employees who are in pay status July 1 will have health insurance coverage through the month of July. If a budget is not passed and the partial shutdown continues beyond July 31, COBRA is available. For questions related to COBRA, please visit the Retirement & Benefits website: http://doa.alaska.gov/drb/cobra/cobraInfo.html.

90. I have previously scheduled vacation on July 1, do I need to change that and come in to work in order to get health insurance? What if I am on my RDO?

You do not have to make any changes, leave and RDO are considered pay status.

91. I am currently on Family Medical Leave (FMLA/AFLA). Will my FMLA/AFLA continue during the partial shutdown? Will my Family Medical Leave entitlements start over upon recall?

FMLA/AFLA entitlements for partially exempt and exempt employees may continue during the partial shutdown. The length of the partial shutdown may affect entitlements. **For more information or to discuss your individual situation please contact your department HR staff.**

92. What will happen to my Pay Increment and Merit Anniversary Date?

Your date will be moved 1-month for every 23 days of leave without pay in a leave year (December 16 – December 15).

93. Can I cash in my leave?

Yes. You can cash in your leave prior to the first day of the partial-shutdown.

94. If I cash out my leave now and a partial shutdown does not occur, can I have the leave put back into my account (buying back leave)?

No.

95. If I cash out my leave now and change my mind or get notice that the partial shutdown will not occur or my furlough notice is rescinded, can I cancel my request.

No, once submitted, a request cannot be cancelled.

96. Will my leave bank remain intact during the partial-shutdown?

Yes. Any leave not cashed in by June 30, 2015 will remain in your personal leave bank. However, you will not be able to use or cash in any leave after June 30, 2015.

97. I am currently scheduled for a vacation after July 1. Will I still receive pay? Can I still take my vacation?

No, personal/annual and sick leave will not be processed or paid out during the partial shutdown. Note: if you have vacation scheduled, we encourage you to discuss this with your supervisor prior to July 2, in case you receive a recall notice while on vacation.

98. I was already planning on retiring, what should I do now? How will the partial-shutdown affect my retirement?

Please consult with a Retirement & Benefits Counselor. You may schedule an appointment with a Retirement & Benefits Counselor by calling (907) 465-4460 or visit http://doa.alaska.gov/drb/.

99. If I'm laid off, what will happen to my retirement, SBS, and deferred compensation accounts?

You are strongly encouraged to consult with a Retirement & Benefits Counselor. You may schedule an appointment with a Retirement & Benefits Counselor by calling (907) 465-4460 or visit http://doa.alaska.gov/drb/. For specific questions on Deferred Compensation please email doa.drb.dcp@alaska.gov. Note: it is possible to roll leave into your deferred compensation account; however, this must be done prior to **June 30.** Please contact Deferred Compensation for assistance.

100. Do I have to turn in my state equipment during the partial-shutdown?

Not necessarily, however, you will want to discuss with your supervisor any specific requirements.

101. Can I work for another employer during the partial-shutdown?

It depends; any requests to engage in outside employment must be submitted on the Outside Employment Ethics Form for consideration and approval. **Please discuss your individual situation or plans with your department Human Resources staff.** Note: attorneys and certain other employees may have internal policies on when outside employment may occur and disclosure forms may be required, please contact your department Human Resource staff to discuss you particular situation.