
Subject (cut and paste): **Furlough/Salary Reduction Employee Impact Communication Tools Available**
Text below (cut and paste into the email - use HTML format to retain formatting)

This email is directed to Department Managers and HR Staff / Academic Personnel Administrators

**Furlough/Salary Reduction Employee Impact
Communication Tools Now Available**

Tools for communicating the impacts of the furlough on individual Staff employees are now available on [UCSF Furlough/Salary Reduction Implementation Guidance](#) website.

In the Implementation Workshop we explained that it is a departmental responsibility to communicate with employees about the individual impacts of the program. A team of Department of Medicine administrators has created communication tools to support this effort, and is allowing us to share these tools with you. These templates are available for your department's use at your discretion – it is not mandatory to use them.

There are two communication templates available on the website.

1. [Staff Furlough Impact Memo](#)

- Replace placeholders in [blue brackets] with your department-specific information.
- Use this memo to communicate individually with an employee via email or hardcopy memo.

2. [Staff Furlough Calculation](#)

- Replace placeholders in [blue brackets] with your department-specific and employee-specific information.
- Update the example \$ dollar and % percentage values with the employee's specific figures.
- Attach the calculation template to the email memo, or print and staple to the hardcopy memo.
- Provide the employee the memo with the calculation spreadsheet.

Thank you to the Department of Medicine staff who worked hard to develop these templates: Jane Ta, Jenny Schreiber, Cheryl Drassinower, Tracey Schaefer and Maye Chrisman.

NOTE: This email is being distributed to MSOs and the Online-L, and Academic Personnel Administrators distribution lists.