

Reactivation of Employment Notice

Dear [Employee name],

[Current Date]

We are pleased to announce some good news! It is our intent to reactive your status as an Employee as of [Effective Date].

Compensation:

As of the Effective Date, your compensation will return to the level that was equal to your monthly average during the first quarter of 2020 for at least until [Date equal to the end of the 8-week PPP loan covered period].

Since you have remained eligible for benefit coverage as an employee during this interim period, your coverage should remain intact without interruption. We will now resume our normal Employee/Employer premium arrangements as per our Employee Handbook.

Work Schedule:

At this time, we are still unable to reopen our workplace(s). We will communicate with you about a possible timetable for reopening and work schedule when we know more. Since you are not able to accrue hours at this time, we will still resume your normal wages so long as you remain available for hours as needed. This policy will continue until [Date that is equal to the end of the 8-week PPP loan covered period] and we will reassess at that time.

New Safety Guidelines for our workplace(s):

As a result of the COVID 19 virus, we have implemented new safety guidelines for our workplace(s) for when we will plan to reopen. Please see the attached outline of steps that we will be taking and that each employee will be expected to follow in order to secure and maintain a safe work environment for all of us.

Unemployment Benefits:

We will need to notify TWC that we have reactivated your employment and that you have been offered the same position you previously had beginning on the Effective Date. If you choose not to accept this offer and have not accepted another job, you will not be eligible for unemployment payments.

Communication:

Please sign and date below and return it to me via scanned email or text a picture to me at (xxx) xxx-xxxx by [Date – 3 to 5 days out] if it is your intent to return to be reactivated as an employee and agree to return to work once the business has reopened. Once we hear from you, we will communicate with you regarding reestablishing your compensation.

If we do not receive a response from you by [Date – 3 to 5 days out], we will interpret that is your intent to terminate your employment.

Thank you and we look forward to seeing you soon!

Date: _____

Employer representative: _____

Employee: _____