



# LABOR BULLETIN

601 NE Everett • Portland, Oregon 97232 • (503) 233-5787 • FAX (503) 235-4308

Concerning L.U. 48 I.B.E.W.

April 3, 2020

**TO: OREGON-COLUMBIA CHAPTER, NECA MEMBERS AND  
SIGNATORY CONTRACTORS, LOCAL UNION 48 IBEW**

Re: Sample Furlough Forms

Dear Contractors,

As a follow-up to yesterday's Labor Bulletin regarding furlough forms, we have drafted some sample furlough forms that you may use and edit as needed.

[Click here for the sample furlough form for concern regarding COVID-19.](#) This can be used if you have an employee who is asking to be furloughed because they genuinely believe that being on the jobsite will place them in imminent danger of contracting or spreading the coronavirus. This form requires no signature.

[Click here for the sample furlough form due to COVID-19.](#) This can be used if you have an employee who chooses to be furloughed because they have one of the reasons listed on the form. They should denote the reason for their furlough, which may be necessary in order for them to apply for Emergency Sick Leave or Emergency FMLA.

Please pass this information along to your HR, field supervisors, etc. for use. [For all COVID-19 related information and daily updates from Oregon-Columbia, NECA, click here.](#)

Sincerely,

Timothy J. Gauthier  
Executive Manager