

# UW-Eau Claire's Employee Emergency Loan Program: An Overview

## **Purpose**

UW-Eau Claire has established an emergency loan program to provide assistance to those employees who are experiencing financial hardship because they have been placed on Position-Specific Furlough or are working reduced hours in a Work-Share program.

Many of these employees may be eligible for Wisconsin unemployment benefits, including supplemental benefits under the CARES Act. However, the Department of Workforce Development, which administers the program, is reporting delays due to unprecedented demand for unemployment benefits services.

## **Eligibility**

- Any employee who is placed on Position-Specific Furlough or who is working reduced hours in a Work-Share program can qualify for an emergency loan.
- Employees on voluntary leave without pay, voluntary reduction of hours, or Campus-Wide, Intermittent Furlough are NOT eligible for an emergency loan.

## **How the Loan Program Works**

- The emergency loan is interest-free. (The loan has a zero percent interest rate.)
- The minimum loan amount is \$100
- For employees paid biweekly, the maximum amount of the loan is equal to their take home pay for two pay periods.
- For employees paid monthly, the maximum amount of the loan is equal to their take home pay for one pay period.
- Employees can apply for an emergency loan using an [online form in BP Logix](#). (Found in e-forms under Human Resources.)
- Employees will receive the funds as a paper check.
- Loan repayment begins with the first paycheck paid in January 2021. It will be spread over 12 months in 2021, but can be repaid earlier.
- Loan repayment may be via payroll deduction or personal check.
- If an employee leaves employment prior to paying off the loan, the full repayment will come from their last paycheck or be paid with a personal check.
- Additional loan terms may apply.