**COMPANY LOGO**

**ESSENTIAL EMPLOYEE DESIGNATION LETTER**

**Employee Name:**

**Employee Job Title:**

**Employee Number:**

**Department:**

**Supervisor:**

You have been labeled as an **essential employee** in the event that an emergency or natural disaster requires the suspension of business operations or closing of offices, or for other events recognized as appropriate by the Senior Manager. Essential employees will be required to report to work if contacted by the supervisor or if the business officially announces “Essential Employees Only” through the communication system.

Once “Essential Employees Only” is announced, it officially indicates that the business is closed to the public and travel is restricted. In this case, essential employees are expected to be on duty to handle emergency situations or to perform and maintain processes that cannot be suspended or cancelled. Failure to attend work or uphold responsibilities associated with being an essential employee can result in disciplinary action or termination.

Only essential employees will be entitled to equivalent time off if required to work during an “Essential Employees Only” period. Please refer to **[business regulations or policies]** for additional information on employee pay during emergency scenarios.

This Essential Employees Designation Letter must be completed at the time of hire and each year during performance appraisals. It must be submitted to **[HR department or designated department]** by the **[date of submission]**.

Additional information regarding mandatory/essential employees is located [source of information].

*I have read and understand the above:*

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DEPARTMENT NAME