



January 16, 2019

To Whom It May Concern:

On December 22, 2018, the U.S. Small Business Administration (SBA) was partially shut down due to a lapse in appropriations. As a result, many SBA employees were subject to furlough, which placed them in a non-pay status until Congress passes an appropriation. In addition, even those employees who are reporting to work to perform excepted functions will not receive pay until an appropriation is passed by Congress.

Because these employees will not receive pay during the lapse in appropriations, some of our employees may have difficulty in timely meeting their financial obligations. This lapse in appropriations is expected to be a temporary situation and one that is beyond our employees' control. We appreciate your organization's understanding, flexibility and assistance in providing temporary relief for SBA furloughed employees who may be experiencing a financial hardship due to the lapse in appropriations.

Our employees will be returned to pay status as soon as possible. We hope this letter helps explain the furlough process for our SBA employees, and we extend our thanks for your patience and compassion towards our employees during this time when they may be negatively impacted by the lapse in appropriations.

Sincerely,

A handwritten signature in black ink that reads 'Elias Hernandez'. The signature is written in a cursive, flowing style.

Elias Hernandez
Chief Human Capital Officer