



**To:** Via Employees  
**From:** Lisa Walkiewicz, President & CEO  
**Date:** March 26, 2020  
**Re:** Reminders & Resources for Via Employees

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Please read below for important reminders regarding your compensation and benefits during Via's closure.

- Friday, March 27 is pay day. If you worked this week or are working next week, timesheets are due on Friday, April 3.
- If you are furloughed due to Via's limited services, please file for Unemployment Compensation as soon as possible. When choosing reason for separation, select "Temporary Layoff".
  - Video: [How To File a PA Unemployment Claim: https://go.aws/3alXuNJ](https://go.aws/3alXuNJ)
  - Directions and FAQ's can be found here: [www.ViaNet.org/COVID19-EmployeeResources/](http://www.ViaNet.org/COVID19-EmployeeResources/)
- Please email [HR@ViaNet.org](mailto:HR@ViaNet.org) with issues or challenges you have when filing for unemployment. HR can assist you and will add this information to the FAQs.
- Coverage under Via's health plan will remain in effect through this closing event until further notice.
- The Lehigh and Northampton County "Stay at Home" order that is in effect does not affect some of Via's services because they are exempt from this directive as life-sustaining services for people with disabilities. **If you are interested in providing services for participants, please contact your supervisor.**

Please visit the Employee Resource page for FAQs, COVID-19 resources and communications.  
[www.ViaNet.org/COVID19-EmployeeResources/](http://www.ViaNet.org/COVID19-EmployeeResources/)

Please contact the human resources department ([HR@ViaNet.org](mailto:HR@ViaNet.org)) with any questions or concerns.