Does your state require you to provide workers with a separation notice?

Did you know that thirteen states include provisions in their regulations for ***employers
to provide workers with a separation notice upon termination of employment?***
For a list of states and form numbers, as well as updated information regarding whether
or not these requirements are mandatory, please see the chart, with links to state websites below:

|  |  |  |  |
| --- | --- | --- | --- |
| **State** | **Form** | **Requirement** | **Forms** |
| AZ | UIB-1015A | Section23-772 | Pamphlet– Take Care of Unemployment Business By The Internet or Telephone.  Copieson-line at [www.azdes.gov/esa/uitax/taxform.asp](http://www.azdes.gov/esa/uitax/taxform.asp) |
| CA | NoForm-employer must create |  Section1089 | “Noticeto Employee as to Change in Relationship” required for discharges, layoffs, leavesof absence, employment status change.  Toview sample, go to page 91 in Employer’s Guide at  <http://www.edd.cahwnet.gov/pdf_pub_ctr/de44.pdf>        |
| CA | DE2320 | Provideif Plant Closure or Mass Layoff | “ForYour Benefit –California’s Programs for the Unemployed” –  http://www.edd.cahwnet.gov/Unemployment/Forms\_and\_Publications.htm |
| CT | UC-61 | Reg.31-222-9 | Forcopies – (860) 263-6000 or on-line at <http://www.ctdol.state.ct.us/tic/sep-pack.html>  |
| GA | DOL-800 | Section34-8-190 (c)  | Forcopies – (404) 656-3131 or<http://www.dol.state.ga.us/pdf/forms/dol800.pdf>  |
| IA | 60-0154 | Nostatutory requirement | Forcopies – <http://www.iowaworkforce.org/ui/stawrs/60-0154i.htm>Noticeof Separation or Refusal of Work  |
| LA | LWC-77 | Rule323  | Forcopies – Separation Notice Alleging Disqualification<http://www.laworks.net/Downloads/Downloads_UI.asp#Benefits>Formnot required if separation is a workforce reduction and there is no separation pay(i.e., severance, vacation, etc.) |
| MA | 0590-A | Section32  | Forcopies: (617) 626-5400 or 626-6560, Customer Service or<http://www.mass.gov/Edwd/docs/pdf/claimants/0590A.pdf>  |
| MI | UIA-1711 | RuleR421.204  | Forcopies: <http://www.michigan.gov/documents/uia_UC1711_76111_7.pdf>  |
| NV | NUCS-4139 | Regulation612.180  separation notice requirementrepealed 2/23/2006 | Voluntaryuse – copies at<http://www.detr.state.nv.us/uicont/forms/nucs4139.PDF>  |
| NJ | BC-10 | Section6 (a)Reg.12:17-3.1 | Forcopies – (609) 292-2347, Bureau of Program Services/Standards, or <http://www.nj.gov/labor/ui/frmemp.html> –scroll down and click on BC-10  |
| NY | IA12.3 |  Regulation28 | Forcopies – (518) 485-8589 or<http://www.labor.state.ny.us/formsdocs/ui/formsandpublications.shtm> –Scroll down and click on IA 12.3 – Record of Employment  |
| PA | UC-1609P | Nostatutory requirement | Voluntaryuse – copies available at [www.dli.state.pa.us](http://www.dli.state.pa.us/) –click on downloadable forms; unemployment compensation;  miscellaneousand then scroll down to UC-1609P, Employer Information Form  |
| TN | LB-0489 | Rule0560-1-1-02 | Formnot required if employee worked less than one week or is laid off for less than 7days.Forcopies- (615) 741-2153 or<http://www.state.tn.us/labor-wfd/Employers/forms/LB-0489.pdf>  |