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:

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| **State** | **Form** | **Requirement** | **Forms** |
| AZ | UIB-1015A | Section 23-772 | Pamphlet – Take Care of Unemployment Business By The Internet or Telephone.  Copies on-line at [www.azdes.gov/esa/uitax/taxform.asp](http://www.azdes.gov/esa/uitax/taxform.asp) |
| CA | No Form-employer must create | Section 1089 | “Notice to Employee as to Change in Relationship” required for discharges, layoffs, leaves of absence, employment status change.  To view sample, go to page 91 in Employer’s Guide at  <http://www.edd.cahwnet.gov/pdf_pub_ctr/de44.pdf> |
| CA | DE 2320 | Provide if Plant Closure or Mass Layoff | “For Your Benefit –  California  ’s Programs for the Unemployed” –  http://www.edd.cahwnet.gov/Unemployment/Forms\_and\_Publications.htm |
| CT | UC-61 | Reg. 31-222-9 | For copies – (860) 263-6000 or on-line at <http://www.ctdol.state.ct.us/tic/sep-pack.html> |
| GA | DOL-800 | Section 34-8-190 (c) | For copies – (404) 656-3131 or  <http://www.dol.state.ga.us/pdf/forms/dol800.pdf> |
| IA | 60-0154 | No statutory requirement | For copies – <http://www.iowaworkforce.org/ui/stawrs/60-0154i.htm>  Notice of Separation or Refusal of Work |
| LA | LWC-77 | Rule 323 | For copies – Separation Notice Alleging Disqualification  <http://www.laworks.net/Downloads/Downloads_UI.asp#Benefits>  Form not required if separation is a workforce reduction and there is no separation pay (i.e., severance, vacation, etc.) |
| MA | 0590-A | Section 32 | For copies: (617) 626-5400 or 626-6560, Customer Service or<http://www.mass.gov/Edwd/docs/pdf/claimants/0590A.pdf> |
| MI | UIA-1711 | Rule R421.204 | For copies: <http://www.michigan.gov/documents/uia_UC1711_76111_7.pdf> |
| NV | NUCS-4139 | Regulation 612.180  separation notice requirement repealed 2/23/2006 | Voluntary use – copies at  <http://www.detr.state.nv.us/uicont/forms/nucs4139.PDF> |
| NJ | BC-10 | Section 6 (a)  Reg. 12:17-3.1 | For copies – (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 | IA 12.3 | Regulation 28 | For copies – (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 | No statutory requirement | Voluntary use – copies available at [www.dli.state.pa.us](http://www.dli.state.pa.us/) – click on downloadable forms; unemployment compensation;  miscellaneous and then scroll down to UC-1609P, Employer Information Form |
| TN | LB-0489 | Rule 0560-1-1-02 | Form not required if employee worked less than one week or is laid off for less than 7 days.  For copies- (615) 741-2153 or  <http://www.state.tn.us/labor-wfd/Employers/forms/LB-0489.pdf> |