



UNEMPLOYMENT GUIDELINES DUE TO COVID-19 CRISIS

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The rules regarding unemployment are changing daily so you should consult with the appropriate state agency to ensure you are acting on the most up-to-date information.

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ALABAMA

If an Employer must lay off employees who are subject to recall, can they receive unemployment benefits? Yes. Employees who have been discharged are generally eligible for unemployment benefits even if subject to recall. The employee must meet eligibility requirements set forth by the Alabama Department of Labor, therefore employers should not guarantee to any employee that they will receive assistance.

If an Employer must reduce employee hours, can they receive unemployment benefits? Yes. An employee will be eligible if the employee did not ask for a reduction in hours, the employee is working, and the gross weekly earnings are less than the employee's weekly benefit amount. The employee must meet eligibility requirements set forth by the Alabama Department of Labor, therefore employers should not guarantee to any employee that they will receive assistance.

Is there a required Notice that must be given to employees who are laid off or whose hours are reduced? No. In Alabama, instead of the employer creating a "pink slip" when an employee is discharged, an employer is notified when an employee files a claim for unemployment benefits. When so notified, the employer has six days to return Form BEN 241, Request for Separation Information to the local unemployment office or through an online portal.

Is there a required Notice that must go to the State concerning employees who are laid off or whose hours are reduced? No, unless the employee files a claim for unemployment benefits. In Alabama, instead of the employer creating a "pink slip" when an employee is discharged, an employer is notified when an employee files a claim for unemployment benefits. When so notified, the employer has six days to return Form BEN 241, Request for Separation Information to the local unemployment office or through an online portal.

Is there a specific time period within which an Employer must notify the State of a layoff or reduction in hours? No. However, if an employer receives a notice of a claim for unemployment benefits, it has six days to return Form BEN 241, Request for Separation Information to the local unemployment office or through an online portal.

Additional information is available on the State's unemployment website: Information regarding the state's unemployment benefits may be found [here](#). See information related to COVID-19 [here](#) and [here](#).

Changes to Unemployment Compensation due to COVID-19: Waived one-week waiting period and "able and available" and work search requirements for individuals who are diagnosed with COVID-19, quarantined by a medical professional or a government agency, laid off or sent home without pay for an extended period by their employer due to COVID-19 concerns, or caring for an immediate family member who is diagnosed with COVID-19. <https://www.labor.alabama.gov/covid19resources.aspx>

ALASKA

If an Employer must lay off employees who are subject to recall, can they receive unemployment benefits? Yes, employees who are laid off and are subject to recall may be eligible for unemployment benefits. Under brand new legislation, the 7-day waiting period has been waived.

If an Employer must reduce employee hours, can they receive unemployment benefits? Yes, if the employee was full-time. There is no specific “reduced hours” program, but the Alaska Department of Labor currently [encourages](#) individuals whose hours of work have been impacted by COVID-19 to file for UI benefits online.

Is there a required Notice that must be given to employees who are laid off or whose hours are reduced? No, but “good faith and fair dealing” applies to the timing of the notice and its contents.

Is there a required Notice that must go to the State concerning employees who are laid off or whose hours are reduced? Yes, if federal WARN applies, a notice must go to the Alaska Dislocated Worker Unit, https://jobs.alaska.gov/RR/WARN_info.htm

Is there a specific time period within which an Employer must notify the State of a layoff or reduction in hours? See above.

Additional information is available on the State’s unemployment website: Information regarding the state’s unemployment benefits can be found [here](#). Further information can be found [here](#).

Changes to Unemployment Compensation due to COVID-19: Alaska has eliminated the 7-day waiting period and made it clear that workers may not be disqualified for benefits because they are off work to care for someone with COVID-19 or to “prevent or eliminate” the spread of COVID-19 or related “economic loss or harm.”

ARIZONA

If an Employer must lay off employees who are subject to recall, can they receive unemployment benefits? Yes, if the employee continues to look for work while awaiting recall. However, the governor expressed his intent to issue an executive order waiving the search for work requirement in light of COVID-19.

If an Employer must reduce employee hours, can they receive unemployment benefits? Yes, if the wages paid to an employee working less than full-time work receives wages less than the individual’s weekly unemployment benefit amount.

Is there a required Notice that must be given to employees who are laid off or whose hours are reduced? Yes, the employer “shall make available to each individual at the time the individual becomes unemployed a printed statement dealing with claims for benefits.”

Is there a required Notice that must go to the State concerning employees who are laid off or whose hours are reduced? No, not in this state at this time.

Is there a specific time period within which an Employer must notify the State of a layoff or reduction in hours? No, not in this state at this time.

Additional information is available on the State's unemployment website: Information regarding the state's unemployment benefits may be found [here](#). See information related to COVID-19 [here](#).

Changes to Unemployment Compensation due to COVID-19: Unemployment insurance benefits may be available to individuals who are involuntarily unemployed as a result of COVID-19. <https://des.az.gov/services/coronavirus>

ARKANSAS

The [Arkansas Department of Workforce Services](#) provides an [Employer Handbook](#) that explains the administration of their Unemployment Insurance program.

If an Employer must lay off employees who are subject to recall, can they receive unemployment benefits? Yes. Employees who have been discharged are generally eligible for unemployment benefits even if subject to recall. In the Covid-19 crisis, the Governor has directed the Arkansas Department of Commerce to waive the one-week waiting period. The employee must meet eligibility requirements set forth by the [Arkansas Division of Workforce Services](#), therefore employers should not guarantee to any employee that they will receive assistance.

If an Employer must reduce employee hours, can they receive unemployment benefits? Yes. Employees whose earnings are reduced are eligible for unemployment benefits. The opportunity to obtain benefits due to a reduction in hours has recently been reiterated by the Arkansas Division of Workforce Services in light of the current Covid-19 outbreak. The minimum weekly benefit amount in this state is currently \$81. The maximum weekly benefit amount in this state is currently \$451. The weekly benefit amount is one twenty-sixth of the claimant's earnings in the highest paid calendar quarter over a twelve-month base period. The employee must meet eligibility requirements set forth by the Arkansas Division of Workforce Services, therefore employers should not guarantee to any employee that they will receive assistance.

Is there a required Notice that must be given to employees who are laid off or whose hours are reduced? No, not in this state at this time.

Is there a required Notice that must go to the State concerning employees who are laid off or whose hours are reduced? No.

Is there a specific time period within which an Employer must notify the State of a layoff or reduction in hours? No, not in this state at this time.

Additional information is available on the State's unemployment website: Information regarding the state's unemployment benefits may be found [here](#). The [Arkansas Department of Workforce Services](#) also provides an [Employer Handbook](#) that explains the administration of their Unemployment Insurance program.

Changes to Unemployment Compensation due to COVID-19: Governor Asa Hutchinson has directed the Arkansas Department of Commerce to waive the one-week waiting period. <https://govstatus.egov.com/ar-covid-19>

CALIFORNIA

If an Employer must lay off employees who are subject to recall, can they receive unemployment benefits? Yes. This is known as a "[Partial Claim](#)." Partial claims are for employees whose employers want to keep them when there is a lack of work. The employer certifies that the employee is expected to return to work and completes the Unemployment Insurance (UI) claim form (DE 2063).

If an Employer must reduce employee hours, can they receive unemployment benefits? Yes. This is known as a "[Partial Claim](#)." The employee completes an Unemployment Insurance (UI) claim form ([DE 2063](#)).

Is there a required Notice that must be given to employees who are laid off or whose hours are reduced? For a reduction in hours, no. For layoffs, it depends. [Notice is required](#) if 50 or more employees are being laid off or if there is a plant closure affecting any number of individuals.

Is there a required Notice that must go to the State concerning employees who are laid off or whose hours are reduced? For a reduction in hours, no. If 50 or more employees are being laid off or there is a plant closure affecting any number of individuals, yes. [The Cal-WARN Act](#) requires certain notice to state and local officials when there is a plant closure or mass layoff. There is a potential physical calamities exception excusing notice.

Is there a specific time period within which an Employer must notify the State of a layoff or reduction in hours? For a reduction in hours, no notice is required. If 50 or more employees are being laid off or there is a plant closure affecting any number of individuals, generally a 60-day notice. There is a potential physical calamities exception excusing notice. However, on March 17, 2020, Governor Newsom issued an [order](#) "suspending" some of the requirements.

Additional information is available on the State's unemployment website: Information regarding the state's unemployment benefits may be found [here](#). See information related to COVID-19 [here](#) and [here](#).

Changes to Unemployment Compensation due to COVID-19: Waived the one-week waiting period so unemployed workers may collect benefits for the first week they are out of work, and the California Employment Development Department has indicated that reduced hours because of COVID-19 will qualify for partial wage replacement benefits, too. https://www.edd.ca.gov/about_edd/coronavirus-2019.htm

COLORADO

If an Employer must lay off employees who are subject to recall, can they receive unemployment benefits? Yes. Employees who have been discharged are generally eligible for unemployment benefits even if subject to recall. The employee must meet eligibility requirements, so employers should not guarantee to any employee that they will receive assistance.

If an Employer must reduce employee hours, can they receive unemployment benefits? Yes. Employees whose earnings are reduced may be eligible to receive unemployment benefits. The employee must meet eligibility requirements, so employers should not guarantee to any employee that they will receive assistance.

Is there a required Notice that must be given to employees who are laid off or whose hours are reduced? Yes.

Is there a required Notice that must go to the State concerning employees who are laid off or whose hours are reduced? No, not in this state at this time.

Is there a specific time period within which an Employer must notify the State of a layoff or reduction in hours? No, not in this state at this time.

Additional information is available on the State's unemployment website: Information regarding the state's unemployment benefits may be found [here](#). See information related to COVID-19 [here](#). The Employer Handbook for the Colorado Department of Labor and Employment Division of Unemployment Insurance can be found [here](#)

Changes to Unemployment Compensation due to COVID-19: If an employer closed or reduced an employee's hours to help stop the spread of COVID-19, the individual can file or reopen an unemployment claim. <https://www.colorado.gov/pacific/cdle/information-and-resources-coronavirus>

CONNECTICUT

If an Employer must lay off employees who are subject to recall, can they receive unemployment benefits? Yes. Additionally, the State has waived temporarily the "actively searching for work" provision to qualify for unemployment assistance in response to COVID-19. The employee must meet eligibility requirements; therefore, employers should not guarantee to any employee that they will receive assistance.

If an Employer must reduce employee hours, can they receive unemployment benefits? Yes. Employers who are furloughing workers can use the Department of Labor's shared work program, which allows businesses to reduce working hours and have those wages supplemented with unemployment insurance. The employee must meet eligibility requirements; therefore, employers should not guarantee to any employee that they will receive assistance.

Is there a required Notice that must be given to employees who are laid off or whose hours are reduced? Yes. Employers must provide an Unemployment Separation Package upon separation, the link for which is inserted [here](#).

Is there a required Notice that must go to the State concerning employees who are laid off or whose hours are reduced? No, not in this state at this time.

Is there a specific time period within which an Employer must notify the State of a layoff or reduction in hours? No, not in this state at this time.

Additional information is available on the State's unemployment website: Information regarding the state's unemployment benefits may be found [here](#). See information related to COVID-19 [here](#).

Changes to Unemployment Compensation due to COVID-19: Waived work search requirements. Individuals still must be physically able and available for full time work, unless the individual has a note from a physician stating that the individual is only available for part-time

work. If business has slowed, the Department of Labor offers a SharedWork program as an alternative to a layoff. <http://www.ctdol.state.ct.us/DOLCOVIDFAQ.PDF>

DELAWARE

If an Employer must lay off employees who are subject to recall, can they receive unemployment benefits? Yes. Also, search for work requirements have been waived during the coronavirus state of emergency. The employee must meet eligibility requirements; therefore, employees should not guarantee to any employee that they will receive resistance.

If an Employer must reduce employee hours, can they receive unemployment benefits? Yes, employees whose earnings are reduced may be eligible for unemployment benefits. The employee must meet eligibility requirements; therefore, employers should not guarantee to any employee that they will receive assistance.

Is there a required Notice that must be given to employees who are laid off or whose hours are reduced? Yes. Employers must provide every employee at the time of separation with a printed statement of the department's regulations of claims for benefits.

Is there a required Notice that must go to the State concerning employees who are laid off or whose hours are reduced? No, not in this state at this time.

Is there a specific time period within which an Employer must notify the State of a layoff or reduction in hours? No, not in this state at this time.

Additional information is available on the State's unemployment website: Information regarding the state's unemployment benefits may be found [here](#). See information related to COVID-19 [here](#).

Changes to Unemployment Compensation due to COVID-19: New guidelines enhance the flexibility of Delaware's unemployment insurance program to provide cash assistance to many Delaware workers whose employment has been impacted directly by coronavirus [COVID-19] and who would not typically qualify for benefits. <https://news.delaware.gov/2020/03/17/the-delaware-department-of-labor-expands-unemployment-benefits-to-workers-affected-by-the-covid-19-pandemic/>

To keep up to date by receiving a daily digest email, around noon, of current news release posts from state agencies on news.delaware.gov, subscribe [here](#).

DISTRICT OF COLUMBIA

If an Employer must lay off employees who are subject to recall, can they receive unemployment benefits? Yes. Employees who have been discharged are generally eligible for unemployment benefits even if subject to recall. Because the District of Columbia's Department of Employment Services determines eligibility for unemployment benefits on a case-by-case basis, employers should not guarantee any employees that they will receive assistance.

If an Employer must reduce employee hours, can they receive unemployment benefits? Yes. Employees whose hours and pay are reduced are generally eligible for partial unemployment

benefits. Because the District of Columbia's Department of Employment Services determines eligibility for partial unemployment benefits on a case-by-case basis, employers should not guarantee any employees that they will receive assistance.

Is there a required Notice that must be given to employees who are laid off or whose hours are reduced? Not at this time.

Is there a required Notice that must go to the State concerning employees who are laid off or whose hours are reduced? Not at this time.

Is there a specific time period within which an Employer must notify the State of a layoff or reduction in hours? Not at this time.

Additional information is available on the State's unemployment website: Additional information regarding the District of Columbia's unemployment benefits program may be found on the Department of Employment Services' [website](#).

Information related to COVID-19 is available [here](#).

Access the District of Columbia's Department of Employment Services Unemployment Insurance Handbook for Employers [here](#).

Changes to Unemployment Compensation due to COVID-19: Employee eligibility for unemployment insurance (UI) benefits has been expanded while the Mayor's declaration of a public health emergency is in effect. See the COVID 19 Response Emergency Amendment Act of 2020, which is available on the District of Columbia's Council's [website](#).

FLORIDA

If an Employer must lay off employees who are subject to recall, can they receive unemployment benefits? Yes, employees who have been laid off or sent home without pay for an extended period by their employer due to COVID-19 concerns are generally eligible for unemployment benefits. In the COVID-19 crisis, the Governor has waived the normal waiting period and job search requirements. The employee must meet eligibility requirements set forth by the Florida Department of Economic Opportunity. Therefore, employers should not guarantee to any employee that they will receive assistance.

If an Employer must reduce employee hours, can they receive unemployment benefits? Yes, employees can receive partial unemployment benefits for reduction of hours. The maximum weekly benefit amount in this state is currently \$275. Employees must work less than full time hours *and* earn less than what their weekly unemployment benefit would be. The weekly benefit varies per individual, but the rough estimate of expected benefits is half of an individual's previous full-time wages, up to a maximum of \$275 per week.

Is there a required Notice that must be given to employees who are laid off or whose hours are reduced? Employees must be given [general notice](#) about their reemployment rights. Otherwise, Florida law does not require any notice specifically upon lay-offs or reduction of hours beyond what is required by federal law.

Is there a required Notice that must go to the State concerning employees who are laid off or whose hours are reduced? No, not in this state at this time

Is there a specific time period within which an Employer must notify the State of a layoff or reduction in hours? No, not upon separation. Once notified of an application for benefits, employers have 10 days to respond.

Additional information is available on the State's unemployment website: Information regarding the state's unemployment benefits may be found [here](#). See information related to COVID-19 [here](#). The Employer Guide to Reemployment Assistance Benefits can be found [here](#).

Changes to Unemployment Compensation due to COVID-19: The Governor of Florida has waived the normal waiting period, job search requirements, and work registration requirements for individuals requesting benefits for the weeks of March 15, 2020 to May 2, 2020. The Florida Department of Economic Opportunity has provided a document with [Frequently Asked Questions](#) related to re-employment assistance benefits and COVID-19.

GEORGIA

If an Employer must lay off employees who are subject to recall, can they receive unemployment benefits? Yes. Employees who have been discharged are generally eligible for unemployment benefits even if subject to recall. The employee must meet eligibility requirements set forth by the Georgia Department of Labor (GDOL), therefore, employers should not guarantee to any employee that they will receive assistance.

If an Employer must reduce employee hours, can they receive unemployment benefits? Yes. Pursuant to an Emergency Order issued, an employer must file partial claims with respect to any week during which a part-time or full-time employee works less than full-time due to a partial or total company shutdown caused by the COVID-19 public health emergency. Claims must be filed online at www.dol.state.ga.us. Any employer found to be in violation of this rule will be required to reimburse the GDOL for the full amount of unemployment insurance benefits paid to the employee.

Is there a required Notice that must be given to employees who are laid off or whose hours are reduced? Yes, [Form DOL-800](#), which is available on the GDOL website.

Is there a required Notice that must go to the State concerning employees who are laid off or whose hours are reduced? Yes, in certain circumstances. When conducting a mass separation of at least twenty-five (25) or more employees (conducting a separation on the same day, for the same reason), employers are required to complete a Mass Separation Notice (DOL-402) Form and submit it to the GDOL along with a copy of the Mass Separation Notice Continuation Sheet (DOL-402A). You can obtain a copy of the forms by visiting: www.dol.state.ga.us

Is there a specific time period within which an Employer must notify the State of a layoff or reduction in hours? Within forty-eight (48) hours after the date of separation for a mass separation. O.C.G.A 34-8-70, Ga. Comp. R. & Regs. 300-2-4-.10

Additional information is available on the State's unemployment website: Information regarding the state's unemployment benefits may be found [here](#).

Changes to Unemployment Compensation due to COVID-19: Work search requirements waived. Employers must file partial claims online on behalf of their employees whenever it is necessary to temporarily reduce work hours or there is no work available for a short period. Employer account will not be charged for certain benefits paid for unemployment due to the COVID-19 public health emergency, including partial claims. <https://dol.georgia.gov/blog/new-information-filing-unemployment-partial-claims-and-reemployment-services>

HAWAII

If an Employer must lay off employees who are subject to recall, can they receive unemployment benefits? Yes.

If an Employer must reduce employee hours, can they receive unemployment benefits? Yes.

Is there a required Notice that must be given to employees who are laid off or whose hours are reduced? No. However, the state has version of WARN that may require notice under certain circumstances.

Is there a required Notice that must go to the State concerning employees who are laid off or whose hours are reduced? No. However, the state has its own version of WARN that may require notice under certain circumstances.

Is there a specific time period within which an Employer must notify the State of a layoff or reduction in hours? Yes. For employers reducing hours: the employer to whom an employee for partial unemployment is still attached must submit form UC-348, "Verification of Partial Unemployment Status," to the [Hawai'i Department of Labor and Industrial Relations Unemployment Division](#), within 5 working days. In addition, for each week in which the employee certifies for partial unemployment benefits, the employer shall provide the employee's name, social security number, earnings, week ending date, the reason for reduced workweek, and whether the claimant accepted all work offered by the employer. If this information is not submitted in a timely manner, payment of benefits will be made based on available information. Additionally, the state has version of WARN that may require notice under certain circumstances.

Additional information is available on the State's unemployment website: Information regarding the state's unemployment benefits may be found [here](#). The Handbook for Employers can be found [here](#). See information related to COVID-19 [here](#).

Changes to Unemployment Compensation due to COVID-19: The one-week waiting period for unemployment insurance benefits is waived for those unemployed because of COVID-19. https://labor.hawaii.gov/ui/files/2020/03/COVID-19-Labor-Benefits-Fact-Sheet_20200319.pdf

[GOV. IGE ANNOUNCES STATE ACTIONS TO SLOW SPREAD OF COVID-19](#)

IDAHO

If an Employer must lay off employees who are subject to recall, can they receive unemployment benefits? Yes, employees who have been discharged are generally eligible for unemployment benefits even if subject to recall. The employee must meet eligibility requirements set forth by the Idaho Department of Labor, therefore employers should not guarantee to any employee that they will receive assistance.

If an Employer must reduce employee hours, can they receive unemployment benefits? Possibly. Employees whose earnings are reduced may be eligible for unemployment benefits. The maximum weekly benefit amount in this state is currently \$405. The employee must meet eligibility requirements set forth by the Idaho Department of Labor, therefore employers should not guarantee to any employee that they will receive assistance.

Is there a required Notice that must be given to employees who are laid off or whose hours are reduced? Not in this state at this time.

Is there a required Notice that must go to the State concerning employees who are laid off or whose hours are reduced? Not in this state at this time.

Is there a specific time period within which an Employer must notify the State of a layoff or reduction in hours? Not in this state at this time.

Additional information is available on the State's unemployment website: Information regarding the state's unemployment benefits may be found [here](#). See information related to COVID-19 [here](#). The Employer Handbook can be accessed [here](#).

Changes to Unemployment Compensation due to COVID-19: No changes to unemployment yet, but Idaho has provided COVID-related material at <https://labor.idaho.gov/dnn/COVID-19>

ILLINOIS

If an Employer must lay off employees who are subject to recall, can they receive unemployment benefits? Yes. Under emergency rules adopted by the state due to COVID-19, employees are not required to register with the employment service and would be considered as actively seeking work, as long as the employee was prepared to return to his/her job as soon as the employer reopened. While the language applies to a temporary layoff as a result of a closure, the rules would likely apply to employees temporarily laid off without a business closure.

If an Employer must reduce employee hours, can they receive unemployment benefits? Yes. A worker is "partially employed" if he works regularly for an employer and in a calendar week works less than full-time due to a lack of work and earns less than his weekly unemployment benefit amount.

Is there a required Notice that must be given to employees who are laid off or whose hours are reduced? Yes. The employer must fill out the appropriate form and provide it to the employee.

Is there a required Notice that must go to the State concerning employees who are laid off or whose hours are reduced? No. However, employers must file quarterly reports with the state.

Is there a specific time period within which an Employer must notify the State of a layoff or reduction in hours? No.

Additional information is available on the State's unemployment website: Information regarding the state's unemployment benefits may be found at the website for the Illinois Department of Employment Security.

Changes to Unemployment Compensation due to COVID-19: Under emergency rules IDES recently adopted, individuals temporarily laid off due to COVID-19 do not have to register with the employment service. They are considered to be actively seeking work as long as they are prepared to return to the job as soon as the employer reopens. Those confined to their homes because of a COVID-19 diagnosis, a quarantine, or to care for a family member with COVID-19 are considered to meet the requirement to be unemployed through "no fault of their own."

INDIANA

If an Employer must lay off employees who are subject to recall, can they receive unemployment benefits? Yes. Employees who have been discharged are generally eligible for unemployment benefits even if subject to recall. In the Covid-19 crisis, the Indiana Governor has waived the normal waiting period and job search requirements. The employee must meet eligibility requirements set forth by the Indiana Department of Workforce Development, therefore employers should not guarantee to any employee that they will receive assistance.

If an Employer must reduce employee hours, can they receive unemployment benefits? Possibly. Employees whose earnings are reduced may be eligible for unemployment benefits. The opportunity to obtain benefits due to a reduction in hours has recently been reiterated by the Indiana Department of Workforce Development in light of the current Covid-19 outbreak. The maximum weekly benefit amount in this state is currently \$390. If the claimant is unemployed for a portion of the week, the earned wages must be reported when claiming unemployment benefits. The employee must meet eligibility requirements set forth by the Indiana Department of Workforce Development, therefore employers should not guarantee to any employee that they will receive assistance. See https://www.in.gov/dwd/files/Employer_Handbook.pdf

Is there a required Notice that must be given to employees who are laid off or whose hours are reduced? Yes. Employers must furnish employees working less than customary weekly full-time hours or earning less than the maximum weekly benefit because of a lack of available work with Form 524 within 10 days after the close of the pay period (form unavailable electronically). Pay envelopes or check stubs may be issued instead if approved by the state. Employers must also notify employees who are terminated or partially unemployed of any potential rights they may have to full or partial benefits.

Is there a required Notice that must go to the State concerning employees who are laid off or whose hours are reduced? No. Aside from reporting new hires and submitting quarterly unemployment insurance wage reports, Indiana employers do not need to provide notice to the State regarding layoffs and/or reduced hours for purposes of unemployment insurance. See WARN Act section below for other notice requirements.

Is there a specific time period within which an Employer must notify the State of a layoff or reduction in hours? No.

Additional information is available on the State's unemployment website: Information regarding the state's unemployment benefits may be found [here](#). See information related to COVID-19 [here](#). The state's employer handbook can be accessed [here](#).

Changes to Unemployment Compensation due to COVID-19: If a person's employment has been interrupted or ended due to COVID-19, they should file for UI and their claim will be evaluated. Applications must be filed online. <https://www.in.gov/dwd/19.htm>

IOWA

If an Employer must lay off employees who are subject to recall, can they receive unemployment benefits? Yes. Employees who have been discharged are generally eligible for unemployment benefits even if subject to recall. The Iowa Workforce Development has issued guidance for unemployment benefits for workers laid off due to COVID-19 or having to stay home to self-isolate, care for family members or due to illness related to COVID-19. The work search requirements and work availability requirements have been waived. Claims filed as a direct or indirect result of COVID-19, will not be charged to the employer. The employee must meet all other eligibility requirements set forth by the Iowa Workforce Development, therefore employers should not guarantee to any employee that they will receive assistance.

If an Employer must reduce employee hours, can they receive unemployment benefits? Possibly. Employees whose hours are reduced may be eligible for unemployment benefits. The opportunity to obtain benefits due to a reduction in hours has recently been reiterated by the Iowa Workforce Development in light of the current COVID-19 outbreak. An employee is eligible for partial benefits if they earn less than the weekly benefit amount for any claimed week. The current maximum weekly benefit amount is \$591. The employee must meet all other eligibility requirements set forth by the Iowa Workforce Development, therefore employers should not guarantee to any employee that they will receive assistance. Of note, Employers experiencing a slowdown in their businesses or services as a result of the COVID-19 impact on the economy may apply for the Voluntary Shared Work Program. This program allows employers to seek an alternative to layoffs—retaining their trained employees by reducing their hours and wages that can be partially offset with unemployment insurance benefits.

Is there a required Notice that must be given to employees who are laid off or whose hours are reduced? Possibly. Iowa's mini-WARN Act requires notice be given if the company intends to shut down permanently to temporarily or a mass layoff of 25 or more employees for a period exceeding 6 months or a reduction in hours of more than 50% of work of individual employees during each month of a six-month period, a WARN notice would not apply.

Is there a required Notice that must go to the State concerning employees who are laid off or whose hours are reduced? Possibly. Iowa's mini-WARN Act requires notice be given if the company intends to shut down permanently to temporarily or a mass layoff of 25 or more employees for a period exceeding 6 months; or a reduction in hours of more than 50% of work of individual employees during each month of a six-month period, a WARN notice would not apply.

Is there a specific time period within which an Employer must notify the State of a layoff or reduction in hours? Yes. If the layoff meets the criteria outlined in Iowa's mini-WARN Act, the employer must notify the state 30 days before the layoff.

Additional information is available on the State's unemployment website: Information regarding the state's unemployment benefits may be found [here](#). See information related to COVID-19 [here](#).

Changes to Unemployment Compensation due to COVID-19: Individuals are eligible if ill with COVID-19 and unable to work due to sickness or quarantine, or out of work due to: caring for a family member with COVID exposure/illness; loss of childcare or school closures; employer shutdown (temporary layoffs have always qualified), or a need to self-quarantine need. Work search requirement is waived for these circumstances. Employers will not be charged for benefits relating to COVID-19. <https://www.in.gov/dwd/19.htm>

KANSAS

If an Employer must lay off employees who are subject to recall, can they receive unemployment benefits? Possibly. If an employee is not working or is working reduced hours due to COVID-19, he/she **may** be eligible for Kansas Unemployment Insurance (UI) benefits. For those who are not working due to COVID-19, Kansas Department of Labor is presuming that employees are able to work, unless they refuse an offer of suitable employment due to illness or injury. See [COVID-19 FAQs](#).

If an Employer must reduce employee hours, can they receive unemployment benefits? Possibly. If an employee is not working or is working reduced hours due to COVID-19, he/she **may** be eligible for Kansas UI benefits. For those who are not working due to COVID-19, Kansas Department of Labor is presuming that employees are able to work, unless they refuse an offer of suitable employment due to illness or injury. See [COVID-19 FAQs](#).

Is there a required Notice that must be given to employees who are laid off or whose hours are reduced? Kansas employers must notify their employees of the availability of UI benefits at the time of separation from employment. See [COVID-19 FAQs](#).

Is there a required Notice that must go to the State concerning employees who are laid off or whose hours are reduced? In Kansas, food producers, clothing manufacturers, fuel mining companies, transportation companies, public utilities, and common carriers must apply to the secretary of labor for permission to limit or cease operation. See [KS Stat. Sec. 44-616](#).

For other plant closings or mass layoffs, state agencies assist in enforcing the requirements of the federal Worker Adjustment and Retraining Notification Act (WARN Act).

Is there a specific time period within which an Employer must notify the State of a layoff or reduction in hours? In Kansas, food producers, clothing manufacturers, fuel mining companies, transportation companies, public utilities, and common carriers must apply to the secretary of labor for permission to limit or cease operation. See [KS Stat. Sec. 44-616](#). For other plant closings or mass layoffs, state agencies assist in enforcing the requirements of the federal Worker Adjustment and Retraining Notification Act (WARN Act).

Additional information is available on the State's unemployment website: Information regarding the state's unemployment benefits may be found [here](#).

Changes to Unemployment Compensation due to COVID-19: Waived one-week waiting period. Requirements to be able and available for work and to look for work may be waived as

well. Employers forced to lay off employees temporarily may make a “spreadsheet filing” on their behalf. See [COVID-19 Response](#) and [COVID-19 FAQs](#).

KENTUCKY

If an Employer must lay off employees who are subject to recall, can they receive unemployment benefits? lay off employees who are subject to recall, can they receive unemployment benefits? Yes. Employees who have been discharged are generally eligible for unemployment benefits even if subject to recall. The employee must still meet the state’s eligibility requirements, and therefore, employers should not guarantee to any employee that they will receive assistance.

If an Employer must reduce employee hours, can they receive unemployment benefits? Possibly. Employees whose earnings are reduced may be eligible for unemployment benefits. 80% of an employee’s earnings will be deducted from his or her weekly benefit amount.

Is there a required Notice that must be given to employees who are laid off or whose hours are reduced? No, there is no required notice separate from WARN Act requirements.

Is there a required Notice that must go to the State concerning employees who are laid off or whose hours are reduced? No, there is no required notice separate from WARN Act requirements. In light of COVID-19, however, the Governor has requested employers with 50 or more employees that plan to lay off 15 or more of those employees contact the state to initiate unemployment claims for those employees.

Is there a specific time period within which an Employer must notify the State of a layoff or reduction in hours? No, there is no required notice separate from WARN Act requirements. In light of COVID-19, however, the Governor has requested employers with 50 or more employees that plan to lay off 15 or more of those employees contact the state to initiate unemployment claims for those employees.

Additional information is available on the State’s unemployment website: Information regarding the state’s unemployment benefits may be found [here](#).

Changes to Unemployment Compensation due to COVID-19: Waived one-week waiting period. Discretion to waive standards for ability to work, availability to work, work search activities and suitability for work. See [Executive Order 2020-235](#).

LOUISIANA

If an Employer must lay off employees who are subject to recall, can they receive unemployment benefits? Yes.

If an Employer must reduce employee hours, can they receive unemployment benefits? Yes.

Is there a required Notice that must be given to employees who are laid off or whose hours are reduced? Yes. Form LWC 77, which is available through the employer’s online account with the LWC to complete electronically or print and complete in hard copy form found [here](#). The form

must be provided to the former employee at the time of separation or by mailing it to his/her last known address within 72 hours.

Is there a required Notice that must go to the State concerning employees who are laid off or whose hours are reduced? Yes, Form LWC 77 must be submitted to the Louisiana Workforce Commission either electronically through the employer's online account or by mail within 72 hours of separation. The form can be found [here](#).

Additional information is available on the State's unemployment website: Information regarding the state's unemployment benefits may be found [here](#). See information related to COVID-19 [here](#).

Changes to Unemployment Compensation due to COVID-19: Waived one-week waiting period and work search requirements. See more information [here](#).

MAINE

If an Employer must lay off employees who are subject to recall, can they receive unemployment benefits? Yes. Employees may be eligible for unemployment benefits if the employee is expected to return to work. The employee would not be required to look for work if the employee remains able and available to work for the employer while the employer has the employee's current contact information.

If an Employer must reduce employee hours, can they receive unemployment benefits? Yes. employees will be considered partially unemployed if they work less than full-time and do not earn \$5 or more above their normal weekly benefit amount.

Is there a required Notice that must be given to employees who are laid off or whose hours are reduced? No. However, an employer, must upon written request of the affected employee, give that employee the written reasons for the termination. An employer who fails to satisfy this request within fifteen (15) days of receiving it may be subject to a forfeiture of not less than \$50 nor more than \$500.

Is there a required Notice that must go to the State concerning employees who are laid off or whose hours are reduced? No, not in this state at this time.

Is there a specific time period within which an Employer must notify the State of a layoff or reduction in hours? No, not in this state at this time.

Additional information is available on the State's unemployment website: Information regarding the state's unemployment benefits may be found [here](#). See information related to COVID-19 [here](#).

Changes to Unemployment Compensation due to COVID-19: Expanded eligibility for benefits to people who are affected by COVID-19 but have not lost their job. www.maine.gov/labor/covid19/

MARYLAND

If an Employer must lay off employees who are subject to recall, can they receive unemployment benefits? Yes. Employees who have been discharged are generally eligible for unemployment benefits even if subject to recall. Because the Maryland Department of Labor, Licensing and Regulation's Division of Unemployment Insurance determines eligibility for unemployment benefits on a case-by-case basis, employers should not guarantee any employees that they will receive assistance.

If an Employer must reduce employee hours, can they receive unemployment benefits? Yes. Because the Maryland Department of Labor, Licensing and Regulation's Division of Unemployment Insurance determines eligibility for partial unemployment benefits on a case-by-case basis, employers should not guarantee any employees that they will receive assistance.

Is there a required Notice that must be given to employees who are laid off or whose hours are reduced? Unclear. To err on the side of caution, employers should provide employees who are laid off or whose hours are reduced a copy of the following [notice](#) explaining employees' rights under the Maryland Unemployment Insurance Law. of rights available on the Maryland Department of Labor's website.

For a partial unemployment verification, employers must provide workers, at their request, with written evidence of partial unemployment at the end of each week in which they worked less than normal full-time hours and earned less than the weekly benefit amount. Upon request from the Maryland Department of Labor, Licensing and Regulation's Division of Unemployment Insurance, employers must file Form UIA- 203 within 48 hours.

Is there a required Notice that must go to the State concerning employees who are laid off or whose hours are reduced? Yes. Employers must submit information to the Maryland Department of Labor, Licensing and Regulation's Division of Unemployment Insurance electronically, through the SIDES E-Response (Separation Information Data Exchange System), or by mail within 8 days of separation. Additional information is available [here](#).

Is there a specific time period within which an Employer must notify the State of a layoff or reduction in hours? Yes. Employers must submit information to the Maryland Department of Labor, Licensing and Regulation's Division of Unemployment Insurance electronically, through the SIDES E-Response (Separation Information Data Exchange System), or by mail within 8 days of separation.

Additional information is available on the State's unemployment website: Information regarding the state's unemployment benefits may be found [here](#). Access the Maryland Department of Labor, Licensing and Regulation's Division of Unemployment Insurance's Unemployment Insurance Quick Reference Guide for Employers [here](#).

Changes to Unemployment Compensation due to COVID-19: Individuals eligible if employer temporarily ceases operations due to COVID-19, the individual is quarantined due to COVID-19 with the expectation of returning to work after the quarantine is over, or the individual leaves employment due to a risk of COVID-19 or to care for a family member due to COVID-19. See also [Unemployment COVID-19 FAQs](#).

MASSACHUSETTS

If an Employer must lay off employees who are subject to recall, can they receive unemployment benefits? Yes. The state has filed emergency regulations allowing employees whose employer temporarily shuts down to receive unemployment benefits as long as (i) the worker remains in contact with the employer during the shutdown and (ii) the worker must be available for any work their employer may have for them to do.

If an Employer must reduce employee hours, can they receive unemployment benefits? Yes. If hours are substantially reduced, an employee may have a right to partial unemployment. In light of COVID-19, the state is promoting a WorkShare program that allows employees to work reduced hours while still receiving unemployment benefits.

Is there a required Notice that must be given to employees who are laid off or whose hours are reduced? Yes. All employers are required to provide the notice [here](#) when the employee is laid off or her hours are substantially reduced.

Is there a required Notice that must go to the State concerning employees who are laid off or whose hours are reduced? No, not in this state at this time.

Is there a specific time period within which an Employer must notify the State of a layoff or reduction in hours? No, not in this state at this time.

Additional information is available on the State's unemployment website: Information regarding the state's unemployment benefits may be found [here](#). See information related to COVID-19 [here](#).

Changes to Unemployment Compensation due to COVID-19: Waived one-week waiting period. <https://www.mass.gov/info-details/massachusetts-covid-19-unemployment-information>

MICHIGAN

If an Employer must lay off employees who are subject to recall, can they receive unemployment benefits? Yes. Michigan's unemployment insurance agency has an employer handbook that lays out many of the details ([link](#)). Note however that the handbook is dated for 2014 and thus you should consult with your Fisher Phillips attorney for the most up-to-date details on Michigan unemployment.

If an Employer must reduce employee hours, can they receive unemployment benefits? Yes, but only if the employee earns less than 1.5 times the employee's weekly benefit rate (67% of an employee's after-tax weekly wage) in the applicable week. Note however, the statutory maximum weekly benefit rate is \$362 and thus an employee who earns over \$543 in a given week will never be eligible for benefits.

Is there a required Notice that must be given to employees who are laid off or whose hours are reduced? Yes, an employer must provide UIA Form 1711 at the time of a layoff ([link to current form](#)). An employer may choose to waive the actively seeking work requirement by checking the waiver box on the form and inserting the 45-day waiver period.

Is there a required Notice that must go to the State concerning employees who are laid off or whose hours are reduced? No.

Is there a specific time period within which an Employer must notify the State of a layoff or reduction in hours? No.

Additional information is available on the State's unemployment website: Information regarding the state's unemployment benefits may be found [here](#).

Changes to Unemployment Compensation due to COVID-19: Benefits were increased from 20 to 26 weeks, the application eligibility period was increased from 14 to 28 days, and the normal in-person registration and work search requirements were suspended. Unemployment benefits extended to workers who have an unanticipated family care responsibility, and those who are sick, quarantined, or immunocompromised and who do not have access to paid family and medical leave or are laid off. Employers may take advantage of the work-share program under more relaxed standards (MCL §§ 421.28c-.28m) ([link to brochure on program](#)). Employees are subject to a relaxed work search requirement as "suitable work" is not currently available due to the COVID-19 pandemic. Unemployment benefits paid to laid off or those placed on an unpaid leave of absence will **NOT** be charged to the employer account except if the employer has been determined to have misclassified workers. ([link to current executive order](#)).

MINNESOTA

If an Employer must lay off employees who are subject to recall, can they receive unemployment benefits? Yes, employees who have been discharged and are not using PTO, vacation pay, or sick pay, are generally eligible for unemployment benefits even if subject to recall. In the Covid-19 crisis, the Governor has waived the normal waiting period and job search requirements. The employee must meet eligibility requirements set forth by the Department of Employment and Economic Development, therefore employers should not guarantee to any employee that they will receive assistance.

If an Employer must reduce employee hours, can they receive unemployment benefits? Possibly. Unemployment benefits may be available if the employee's hours are reduced below 32 per week and the employee otherwise meets the eligibility requirements. The opportunity to obtain benefits due to a reduction in hours has recently been reiterated by the Governor in light of the current Covid-19 outbreak. The maximum weekly benefit amount in this state is currently \$740. If the claimant is unemployed for a portion of the week, the earned wages must be reported when claiming unemployment benefits. A partial benefit payment may be made for any week the employee works fewer than 32 hours and the employee's earnings are less than the weekly benefit amount. The employee must meet eligibility requirements set forth by the Department of Employment and Economic Development, therefore employers should not guarantee to any employee that they will receive assistance.

Is there a required Notice that must be given to employees who are laid off or whose hours are reduced? No, employers are not required to provide notice regarding the Department of Employment and Economic Development at this time.

Is there a required Notice that must go to the State concerning employees who are laid off or whose hours are reduced? No, employers are not required to provide notice to the state at this time.

Is there a specific time period within which an Employer must notify the State of a layoff or reduction in hours? No, employers are not required to provide notice to the state at this time.

Additional information is available on the State's unemployment website: Information regarding the state's unemployment benefits may be found [here](#). See information related to COVID-19 [here](#).

Changes to Unemployment Compensation due to COVID-19: Waived one-week waiting period. Individuals eligible if a healthcare professional or health authority recommended or ordered them to avoid contact with others, they have been ordered not to come to their workplace due to an outbreak of a communicable disease, or childcare is unavailable due to school or daycare closures. <https://www.uimn.org/applicants/needtoknow/news-updates/covid-19.jsp>

MISSISSIPPI

If an Employer must lay off employees who are subject to recall, can they receive unemployment benefits? Yes. Employees who have been discharged are generally eligible for unemployment benefits even if subject to recall. In the Covid-19 crisis, the Governor has waived the normal waiting period, job search requirements, and benefits should not count against an employer's experience rating. The employee must meet eligibility requirements set forth by the Mississippi Department of Employment Security; therefore, employers should not guarantee to any employee that they will receive assistance.

If an Employer must reduce employee hours, can they receive unemployment benefits? Possibly. Employees whose earnings are reduced may be eligible for unemployment benefits. The opportunity to obtain benefits due to a reduction in hours has recently been reiterated by the Mississippi Department of Employment Security in light of the current Covid-19 outbreak. The maximum weekly benefit amount in this state is currently \$235. The employee must meet eligibility requirements set forth by the Mississippi Department of Employment Security, therefore employers should not guarantee to any employee that they will receive assistance.

Is there a required Notice that must be given to employees who are laid off or whose hours are reduced? Not in this state at this time, but state agencies assist in enforcing the requirements of the federal Worker Adjustment and Retraining Notification Act (WARN Act).

Is there a required Notice that must go to the State concerning employees who are laid off or whose hours are reduced? Not in this state at this time, but the WARN Act requires Employers to notify their state dislocated worker unit when layoffs occur.

Is there a specific time period within which an Employer must notify the State of a layoff or reduction in hours? Not in this state at this time.

Additional information is available on the State's unemployment website: Information regarding the state's unemployment benefits may be found [here](#).

Changes to Unemployment Compensation due to COVID-19: Workers who are not able to work due to COVID-19 will be eligible to file for unemployment benefits. [Mississippi Announces Support for Workers Impacted by COVID-19](#)

MISSOURI

If an Employer must lay off employees who are subject to recall, can they receive unemployment benefits? Yes, Missouri unemployment benefits are available to individuals who are unemployed through no fault of their own. If an employer must shut down operations temporarily and no work is available, individuals may be eligible for unemployment benefits if they meet the monetary criteria and weekly eligibility criteria. Weekly work search requirements are waived if an employer provides an employee with a definitive recall date within eight weeks of the temporary lay-off. If the recall date changes but is within the initial eight weeks from the last day worked, the employee must contact a Regional Claims Center representative to update the recall date. An employer may apply for approval of an extended recall and work search waiver for employees of up to sixteen weeks. See <https://labor.mo.gov/coronavirus>.

If an Employer must reduce employee hours, can they receive unemployment benefits? Yes, Missouri unemployment benefits are available to individuals who are unemployed through no fault of their own. If an employer must shut down operations temporarily and no work is available, individuals may be eligible for unemployment benefits if they meet the monetary criteria and weekly eligibility criteria. See <https://labor.mo.gov/coronavirus>.

Is there a required Notice that must be given to employees who are laid off or whose hours are reduced? Yes. The employer must give, at the time of separation, a copy of the booklet, Information for Workers, found [here](#).

Employers that provide employees with less than full-time work and pay them wages which are less than the weekly benefit must give the Notice of Partial or Temporary Total Unemployment, within seven days.

Missouri law requires employers to give their employees written notice of a reduction of wages, like when hours are reduced, 30 days before the reduction is to take effect. If an employer fails to give the appropriate notice, it is liable to each affected employee in the amount of fifty dollars. If the employer does not voluntarily pay the fifty dollars, the employee may recover it by filing a private lawsuit in court. See <https://molabor.uservoice.com/knowledgebase/articles/283167-can-an-employer-reduce-the-wages-of-its-employees>.

Missouri follows the federal WARN Act regarding notice prior to layoffs—employers may be required to provide a 60-day advance notice of covered plant closings and covered mass layoffs. This notice must be provided to the State Dislocated Worker Unit of the Division of Workforce Development. See www.labor.mo.gov/DES/employers/quickguide_layingoff.

Is there a required Notice that must go to the State concerning employees who are laid off or whose hours are reduced? Missouri follows the federal WARN Act regarding notice prior to layoffs—employers may be required to provide a 60-day advance notice of covered plant closings and covered mass layoffs. This notice must be provided to the State Dislocated Worker Unit of the Division of Workforce Development.

See www.labor.mo.gov/DES/employers/quickguide_layingoff.

Is there a specific time period within which an Employer must notify the State of a layoff or reduction in hours? Missouri follows the federal WARN Act regarding notice prior to layoffs.

Additional information is available on the State's unemployment website: Information regarding the state's unemployment benefits may be found [here](#). See information related to COVID-19 [here](#).

Changes to Unemployment Compensation due to COVID-19: If there is a layoff or temporary shutdown, individuals may be eligible for unemployment benefits if they meet the eligibility criteria. Weekly work search requirements are not required when there is a recall date within 8 weeks of the temporary layoff. Employers may be able to avoid a layoff with a partial shutdown by applying for the Missouri Shared Work program.

MONTANA

If an Employer must lay off employees who are subject to recall, can they receive unemployment benefits? Yes. Employees who have been discharged are generally eligible for unemployment benefits even if subject to recall. The employee must meet eligibility requirements set forth by the Montana Department of Labor and Industry, therefore employers should not guarantee to any employee that they will receive assistance.

If an Employer must reduce employee hours, can they receive unemployment benefits? Possibly. Employees whose earnings are reduced may be eligible for unemployment benefits. If the claimant is unemployed for a portion of the week, the earned wages must be reported when claiming unemployment benefits. The employee must meet eligibility requirements set for by the Montana Department of Labor and Industry.

Is there a required Notice that must be given to employees who are laid off or whose hours are reduced? No, not in this state at this time.

Is there a required Notice that must go to the State concerning employees who are laid off or whose hours are reduced? No, not in this state at this time.

Is there a specific time period within which an Employer must notify the State of a layoff or reduction in hours? No.

Additional information is available on the State's unemployment website: Information regarding the state's unemployment benefits may be found [here](#). The Employer Handbook can be found [here](#). The Montana Unemployment Insurance Benefits Guide can be found [here](#). See information related to COVID-19 [here](#). See Emergency Rules [here](#).

Changes to Unemployment Compensation due to COVID-19: Workers instructed by employers to leave work or not report to work due to COVID-19, workers who must quarantine, and workers who need to take care of a family member due to COVID-19 are eligible for benefits. Emergency rules allow DLI to waive the one week waiting period. <http://dli.mt.gov/employer-covid-19>

NEBRASKA

If an Employer must lay off employees who are subject to recall, can they receive unemployment benefits? Yes. Employees who have been discharged are generally eligible for unemployment benefits even if subject to recall. In the Covid-19 crisis, the Governor has waived

the normal waiting period, job search requirements, and benefits should not count against an employer's experience rating. Employees must meet eligibility requirements set forth by the Nebraska Employment Security Act, therefore employers should not guarantee to any employee that they will receive assistance.

If an Employer must reduce employee hours, can they receive unemployment benefits?

Possibly. An employee may be eligible to receive unemployment benefits if their wages for a week of less than full-time work are less than their weekly benefit amount. Unemployment benefits generally equal one-half of an employee's average weekly salary, with a maximum weekly benefit of \$440. If the employee's wages with respect to such week equal one-fourth of their benefit amount or less, they will be entitled to their full benefit amount. If the employee's wages payable with respect to such week are greater than one-fourth of such benefit amount, they will be paid an amount equal to the weekly benefit amount less the amount of wages that exceeds one-fourth of the weekly benefit amount. Employees must meet eligibility requirements set forth by the Nebraska Employment Security Act, therefore employers should not guarantee to any employee that they will receive assistance.

Is there a required Notice that must be given to employees who are laid off or whose hours are reduced? Yes. If an employer has provided an employee less than three full days' work, or the time or dollar earnings equivalent, the employer must give the worker Form DE-478 (Notice to Worker of Possible Rights to Partial Benefits). Once an employee's weekly benefit has been determined, an employer must provide such employee with a "low earnings report," or other evidence of partial unemployment, at the end of each week that they earn less than their weekly benefit.

Is there a required Notice that must go to the State concerning employees who are laid off or whose hours are reduced? No, not in this state at this time.

Is there a specific time period within which an Employer must notify the State of a layoff or reduction in hours? No.

Additional information is available on the State's unemployment website: Information regarding the state's unemployment benefits may be found [here](#). See information related to COVID-19 [here](#).

Changes to Unemployment Compensation due to COVID-19: Waived one-week waiting period and work search requirements. Department of Labor will temporarily waive charges incurred by employers when employees file claims related to COVID-19. <https://dol.nebraska.gov/PressRelease/Details/141>

NEVADA

If an Employer must lay off employees who are subject to recall, can they receive unemployment benefits? Yes. Employees who have been discharged are generally eligible for unemployment benefits even if subject to recall. The employee must meet eligibility requirements set forth by the Nevada Department of Employment, Training, and Rehabilitation, therefore employers should not guarantee to any employee that they will receive assistance.

If an Employer must reduce employee hours, can they receive unemployment benefits? Possibly. Employees whose earnings are reduced may be eligible for unemployment benefits.

The opportunity to obtain benefits due to a reduction in hours has recently been reiterated by the Nevada Department of Employment, Training, and Rehabilitation in light of the current Covid-19 outbreak. The maximum weekly benefit amount in this state is \$469. If the claimant's hours have been reduced and they are still receiving more than \$469 gross earnings per week, the claimant will not be eligible. The employee must meet eligibility requirements set forth by the Nevada Department of Employment, Training, and Rehabilitation, therefore employers should not guarantee to any employee that they will receive assistance.

Is there a required Notice that must be given to employees who are laid off or whose hours are reduced? Not in this state at this time.

Is there a required Notice that must go to the State concerning employees who are laid off or whose hours are reduced? Not in this state at this time.

Is there a specific time period within which an Employer must notify the State of a layoff or reduction in hours? Not in this state at this time.

Additional information is available on the State's unemployment website: Information regarding the state's unemployment benefits may be found [here](#). Employer FAQs can be found [here](#). A Claimant Handbook with eligibility information is available [here](#).

Changes to Unemployment Compensation due to COVID-19: Waived one-week waiting period and work search requirement.

[Governor Waives Work Search Requirement and Wait Period](#)

<https://nvhealthresponse.nv.gov/information-for/businesses-workforce/>

NEW HAMPSHIRE

If an Employer must lay off employees who are subject to recall, can they receive unemployment benefits? Yes. However, if an employee were to refuse to return to work when recalled, the employer may oppose the continued award of unemployment benefits. As a result of Covid-19, an emergency order was issued that suspended the one week waiting period for unemployment benefits, expanded eligibility requirements to include self-employed and other individuals providing services usually excluded when diagnosed, quarantined, caring for a family member in quarantine, or has a minor child whose school is closed, relaxed financial eligibility requirements for employees who are diagnosed, quarantined, caring for a family member in quarantine, or has a minor child whose school is closed, precluding charges to the employer for benefits paid under emergency order, and enacted a rule that an employee who is eligible for federal leave or wage replacement was ineligible for state unemployment benefits under the federal programs were exhausted.

If an Employer must reduce employee hours, can they receive unemployment benefits? Yes. If hours are substantially reduced, an employee may have a right to partial unemployment. Additionally, New Hampshire's governor issued an [emergency order](#) expanding unemployment coverage due to COVID-19 on March 17, 2020. The following are now eligible to apply for UI: Individuals with a current diagnosis of the virus; anyone self-quarantined or quarantined at the instruction of a health care provider; anyone caring for a family member who has the virus; anyone caring for a family member because of the closure of a school or business; anyone who is self-employed and losing work due to the virus, and any parents. The executive order also applies to

all food service workers affected by the state's order to have restaurants and bars immediately change to take-out dining services only.

Is there a required Notice that must be given to employees who are laid off or whose hours are reduced? Yes. See document [here](#).

Is there a required Notice that must go to the State concerning employees who are laid off or whose hours are reduced? Yes, employers are required to report to the NH Dept. of Employment Security layoffs of 25 or more individuals in the same calendar week, if the layoff will last seven days or more. To report a Mass Layoff and/or Seasonal Layoff, go to www.nhes.nh.gov, then go to the Employer section and choose the Business Compliance page. Complete the [Mass Layoff/Seasonal Layoff Spreadsheet](#) under Report a Mass Layoff/Seasonal Layoff, then FAX to (603) 447-3951.

Is there a specific time period within which an Employer must notify the State of a layoff or reduction in hours? No, not in this state at this time.

Additional information is available on the State's unemployment website: Information regarding the state's unemployment benefits may be found [here](#). See Emergency Orders issued in response to COVID-19 [here](#). Notably, Emergency Order #5 pertaining to changes to unemployment can be found [here](#).

Changes to Unemployment Compensation due to COVID-19: Waived one-week waiting period. Certain other requirements waived for individuals diagnosed with COVID-19, quarantined, caring for a diagnosed or quarantined family member, or caring for a family member due to a school or daycare closing. These benefits not charged to employer's account. See [Emergency Order #5](#).

NEW JERSEY

If an Employer must lay off employees who are subject to recall, can they receive unemployment benefits? Yes. Employees who have been discharged are generally eligible for unemployment benefits even if subject to recall.

If an Employer must reduce employee hours, can they receive unemployment benefits? The employee *may* be eligible for partial unemployment insurance benefits, depending on the number of hours worked and total earnings for the week. Generally, to be eligible for [partial unemployment benefits](#), an employee cannot work more than 80% of the hours normally worked. Because the New Jersey Department of Labor and Workforce Development's Division of Unemployment Insurance determines eligibility for unemployment benefits on a case-by-case basis, employers should not guarantee any employees that they will receive assistance.

Is there a required Notice that must be given to employees who are laid off or whose hours are reduced? Yes, employers are required to provide all separated workers with a completed copy of [Form BC-10](#), entitled *Instructions for Claiming Unemployment Benefits*, at the time of separation.

Is there a required Notice that must go to the State concerning employees who are laid off or whose hours are reduced? Generally speaking, no. However, if an employer expects to lay off 25 or more workers for a period of seven days or more, it must notify the New Jersey

Department of Labor and Workforce Development at least 48 hours prior to the layoff. Employers with 100 or more employees may also be required to comply with the federal WARN Act's notification requirements.

Is there a specific time period within which an Employer must notify the State of a layoff or reduction in hours? No. However, the state has its own version of WARN that may require notice under certain circumstances.

Additional information is available on the State's unemployment website: Information regarding the state's unemployment benefits may be found [here](#). See guidance related to COVID-19 [here](#).

Changes to Unemployment Compensation due to COVID-19: Individuals eligible if employer closes or worker has fewer hours due to low demand. Employees who have COVID-19, were exposed and quarantined, or can't work because school or daycare closed may use earned sick leave. <https://www.nj.gov/labor/worker-protections/earnedsick/covid.shtml>

NEW MEXICO

If an Employer must lay off employees who are subject to recall, can they receive unemployment benefits? Yes.

If an Employer must reduce employee hours, can they receive unemployment benefits? Yes.

Is there a required Notice that must be given to employees who are laid off or whose hours are reduced? Yes. The employer must provide notice on the next payday after any week for which the employee's work has been reduced to less than four full days or the equivalent hours to the employee that they may file a claim at the unemployment office for a week of partial unemployment. See Regulation [here](#).

Is there a required Notice that must go to the State concerning employees who are laid off or whose hours are reduced? No.

Is there a specific time period within which an Employer must notify the State of a layoff or reduction in hours? No.

Additional information is available on the State's unemployment website: Information regarding the state's unemployment benefits may be found [here](#). See COVID-19 information [here](#). See COVID-19 fact sheet [here](#).

Changes to Unemployment Compensation due to COVID-19: Waived able, available, and work search requirements for up to 4 weeks for employees who are laid off, whose hours are reduced, who are quarantined, or whose family member is quarantined. <https://www.dws.state.nm.us/COVID-19-Info>

NEW YORK

If an Employer must lay off employees who are subject to recall, can they receive unemployment benefits? Yes. In the event that an employee is temporarily laid off through no fault of their own because of a lack of work, they may be entitled to receive unemployment benefits. New York has waived the normal 7-day waiting period for Unemployment Insurance benefits for people who are out of work due to COVID-19 closures or quarantines.

If an Employer must reduce employee hours, can they receive unemployment benefits? Yes. See Unemployment Insurance Claimant Handbook [here](#). If an employee worked fewer than four days and made less than the maximum benefit rate in a given week, an employer may receive partial unemployment benefits. An employee will not receive any benefits during weeks that the employee works four or more days or makes more than the maximum benefit rate.

Is there a required Notice that must be given to employees who are laid off or whose hours are reduced? No. However, employers should provide employees with the Unemployment Insurance Division Record of Employment available [here](#). The state also has its own version of WARN that may require notice under certain circumstances.

Is there a required Notice that must go to the State concerning employees who are laid off or whose hours are reduced? There is no specific form that must be provided to employees, but employees must be notified of any change to their wage rate in writing at least seven days before the change becomes effective. Guidance regarding notice that may be provided to employees may be found [here](#). Employers should also provide employees with the Unemployment Insurance Division Record of Employment available [here](#).

Is there a specific time period within which an Employer must notify the State of a layoff or reduction in hours? No. However, the state has its own version of WARN that may require notice under certain circumstances.

Additional information is available on the State's unemployment website: Information regarding the state's unemployment benefits may be found [here](#). See information regarding New York's March 22, 2020 shelter-in-place order [here](#).

Changes to Unemployment Compensation due to COVID-19: Waived the one-week waiting period for people out of work due to COVID-19 closures or quarantines. State has expanded eligibility for paid sick leave and disability benefits. https://labor.ny.gov/ui/how_to_file_claim.shtm

NORTH CAROLINA

If an Employer must lay off employees who are subject to recall, can they receive unemployment benefits? Yes. While typically placing employees on an unpaid leave of absence does not render them "unemployed," the Governor issued an executive order on March 17, 2020 that expanding eligibility for unemployment benefits.

If an Employer must reduce employee hours, can they receive unemployment benefits? Yes. While this is not typically the case, the Governor's executive order expanded benefits to employees who had their hours reduced. If an employee leaves employment due to reduced work hours of more than 50%, employees may be eligible for unemployment compensation.

Is there a required Notice that must be given to employees who are laid off or whose hours are reduced? No.

Is there a required Notice that must go to the State concerning employees who are laid off or whose hours are reduced? No. However, employers must respond to requests for information from NC DES.

Is there a specific time period within which an Employer must notify the State of a layoff or reduction in hours? No.

Additional information is available on the State's unemployment website: Information regarding the state's unemployment benefits may be found [here](#). On March 17, 2020, the Governor issued an executive order that expands eligibility for unemployment benefits. Under the order, the NC Department of Commerce is authorized to interpret flexibly or waive, the work search, actively seeking work, and "lack of work" requirements. Under the order, furloughed employees are eligible for unemployment benefits. See Executive Order [here](#) and COVID-19 FAQs [here](#).

Changes to Unemployment Compensation due to COVID-19: Waived one-week waiting period. Discretion to waive "able and available" to work, work search, actively seeking work, and "lack of work" requirements. Employers' accounts will not be charged for benefits related to COVID-19. <https://des.nc.gov/need-help/covid-19-information>

NORTH DAKOTA

If an Employer must lay off employees who are subject to recall, can they receive unemployment benefits? Yes. Employees who have been discharged are generally eligible for unemployment benefits even if subject to recall. See North Dakota Jobs Service Covid-19 FAQs [here](#).

If an Employer must reduce employee hours, can they receive unemployment benefits? Possibly. Employees whose earnings are reduced may be eligible for unemployment benefits.

Is there a required Notice that must be given to employees who are laid off or whose hours are reduced? No.

Is there a required Notice that must go to the State concerning employees who are laid off or whose hours are reduced? Yes. Employers must submit advance notice for mass separations to the public employment service office nearest the worker's place of employment, setting forth the reasons for such mass separation, together with a list of the names and social security account numbers of the workers affected. Under this law, a mass separation is defined as the layoff of 25 or more workers in a single establishment permanently, for an indefinite period, or for an expected duration of seven days or more.

Is there a specific time period within which an Employer must notify the State of a layoff or reduction in hours? Yes. Generally, these notices should be filed 48 hours prior to the date of mass separation. When the employer has no advance knowledge of a mass separation at the commencement thereof, the employer shall within forty-eight hours after the commencement of the mass separation notify the public employment service office nearest the worker's place of employment of the mass separation and the reasons therefor. Such notification shall include a list

of the names and social security account numbers of the workers affected. [North Dakota Admin. Code 27-03-02-02](#).

Additional information is available on the State's unemployment website: Information regarding the state's unemployment benefits may be found [here](#). The Governor signed three executive orders on March 20, 2020 responsive to COVID-19. See details [here](#).

Changes to Unemployment Compensation due to COVID-19: If an employer shuts down or lays off employees due to lack of work caused by the impact of COVID-19 on the business, these employees will generally be eligible for Unemployment Insurance benefits. [Unemployment Insurance and COVID-19 FAQs](#)

OHIO

As it relates to COVID-19, Ohio Governor Mike DeWine has issued an Executive Order that make extensive changes to Ohio's unemployment compensation system in the wake of the coronavirus. The Executive Order states that unemployment benefits will be available for eligible employees who are requested by a medical professional, local health authority, or employer to be isolated or quarantined as a consequence of COVID-19, even if they are not actually diagnosed with COVID-19. In addition, the waiting period for eligible Ohioans to receive unemployment benefits will be waived.

A link to FAQs regarding coronavirus and unemployment insurance benefits in Ohio can be found on the Ohio Department of Jobs & Family Services website [here](#).

If an Employer must lay off employees who are subject to recall, can they receive unemployment benefits? Yes, as long they otherwise satisfy the minimum eligibility criteria, employees who have been discharged are generally eligible for unemployment benefits even if subject to recall. To be eligible for unemployment benefits in Ohio, an individual must: (1) have worked at least 20 weeks during the previous one-year base period and earned an average of at least \$237 per week during the base period; (2) have become unemployed through no fault of his or her own; and (3) be available to work and be actively seeking employment. Assuming the individual meets these criteria and is laid off through no fault of his or her own, he or she will generally be entitled to unemployment benefits. Per Governor DeWine's recent Executive Order regarding the coronavirus, unemployment benefit charges to employers' accounts for coronavirus-related layoffs and shutdowns are to be mutualized.

If an Employer must reduce employee hours, can they receive unemployment benefits? Yes. Ohio has implemented a state program called SharedWork Ohio that is designed to help businesses with a need to hold on to skilled labor during a recession or other business disruption. The program is managed by the Ohio Department of Jobs & Family Services, which has published information about the SharedWork Ohio program on its website [here](#).

Is there a required Notice that must be given to employees who are laid off or whose hours are reduced? No.

Is there a required Notice that must go to the State concerning employees who are laid off or whose hours are reduced? Yes. In Ohio, employers are required to notify the Ohio Department of Jobs & Family Services at least three working days prior to the first day of a mass lay off. To be considered a "mass lay off," employers must have a separation of 50 or more

employees within a seven-day period. To report a mass lay off, an employer should call Unemployment Compensation Technical Services at 1-866-733-0025, option 2.

During the call, a staff member will request specific information, including information about the employer's unemployment account and/or federal identification number. After an employer registers a mass lay off with the Ohio Department of Jobs & Family Services, an information sheet will be faxed or email to the employer for distribution to the effected workers. Additional information about these reporting requirements can be found at [here](#).

Is there a specific time period within which an Employer must notify the State of a lay off or reduction in hours? Within three business days prior to the first day of a mass lay off.

Additional information is available on the State's unemployment website: Information regarding the state's unemployment benefits may be found [here](#). An Employers Guide can be found [here](#). See information regarding COVID-19 [here](#).

Changes to Unemployment Compensation due to COVID-19: Waived the one-week waiting period for all eligible individuals. Unemployment benefits are available for eligible individuals who are requested by a medical professional, local health authority, or employer to be isolated or quarantined due to COVID-19, even if not actually diagnosed with COVID-19.

<http://jfs.ohio.gov/ouio/CoronavirusAndUI.stm>

OKLAHOMA

If an Employer must lay off employees who are subject to recall, can they receive unemployment benefits? Yes, employees who are laid off, terminated as part of a RIF, or downsized for economic reasons are eligible for unemployment benefits.

If an Employer must reduce employee hours, can they receive unemployment benefits? Not at this time.

Is there a required Notice that must be given to employees who are laid off or whose hours are reduced? Not at this time.

Is there a required Notice that must go to the State concerning employees who are laid off or whose hours are reduced? Not at this time.

Is there a specific time period within which an Employer must notify the State of a layoff or reduction in hours? Not at this time.

Additional information is available on the State's unemployment website: Information regarding the state's unemployment benefits may be found [here](#). Specific information related to COVID-19 [here](#).

Changes to Unemployment Compensation due to COVID-19: Waived one-week waiting period. Employees given a return to work date do not have to search for other work during the layoff period. Employers may file a mass claim for a temporary shutdown involving 25 or more employees. https://www.ok.gov/oesc/Claimants/COVID-19_Message.html

OREGON

If an Employer must lay off employees who are subject to recall, can they receive unemployment benefits? UI benefits may be available to those who are on a temporary layoff. These benefits occur for claimants whose employer stops operation for a short period of time, such as cleaning following a coronavirus exposure or by government requirement. Workers can get UI benefits, and do not need to seek work with other employers. You must be able to work, stay in contact with your employer, and be available to work when called back. This is broader than Oregon's prior 30 day limit (wherein after 30 days a laid off employee would have to look for work following a layoff). The expansion is a product of the new emergency rule. This is a [handy chart](#) that has been put out by the State of Oregon regarding certain scenarios and whether an individual would receive unemployment benefits.

If an Employer must reduce employee hours, can they receive unemployment benefits? [Yes](#). The Work Share program helps employers prevent layoffs by reducing the schedules of workers instead of laying them off. It also provides benefits to help offset employees' lost wages. Learn more [here](#).

Is there a required Notice that must be given to employees who are laid off or whose hours are reduced? Employers should notify its employees if the employee is laid off or if an hour reduction has occurred. This will allow the employee to seek unemployment.

Is there a required Notice that must go to the State concerning employees who are laid off or whose hours are reduced? Employers must comply with the WARN Act, should that be triggered.

Is there a specific time period within which an Employer must notify the State of a layoff or reduction in hours? Employers must comply with the WARN Act, should that be triggered.

Additional information is available on the State's unemployment website: Information about the Employment Department's position on employment benefits related to COVID-19 can be found [here](#) and the Employment Department encourages employers with questions to email them at OED_COVID19_INFO@oregon.gov. If the unemployment claim site is down, please call the agency's contact centers, where Employment Department staff can help with starting a claim for unemployment benefits: 1-877-FILE-4-UI (1-877-345-3484)

<https://www.fisherphillips.com/resources-alerts-oregon-expands-unemployment-eligibility-to-address-covid>

Changes to Unemployment Compensation due to COVID-19: Enacted temporary rules to give more flexibility in providing unemployment benefits to COVID-19 affected workers. Unemployment Insurance benefits are available during temporary layoffs related to COVID-19 situations. These benefits occur for employees whose employer stops operation for a short period of time, such as cleaning following a coronavirus exposure, or by government requirement. <https://www.oregon.gov/employ/Pages/COVID-19.aspx>

See also this Fisher Phillips [Legal Alert](#).

PENNSYLVANIA

If an Employer must lay off employees who are subject to recall, can they receive unemployment benefits? Yes. Employees who have been discharged are generally eligible for unemployment benefits even if subject to recall. In the Covid-19 crisis, Pennsylvania has waived the normal waiting period and job search requirements. The employee must meet eligibility requirements set forth by the Pennsylvania's Office of Unemployment Compensation, therefore employers should not guarantee to any employee that they will receive assistance.

If an Employer must reduce employee hours, can they receive unemployment benefits? Yes. Employees who are required to work reduced hours are generally eligible for unemployment benefits.

Is there a required Notice that must be given to employees who are laid off or whose hours are reduced? No. However, employees that are terminated or laid off should be provided with [Form UC-1609](#) to assist with their unemployment benefit application.

Is there a required Notice that must go to the State concerning employees who are laid off or whose hours are reduced? No, not in this state at this time.

Is there a specific time period within which an Employer must notify the State of a layoff or reduction in hours? No, not in this state at this time.

Additional information is available on the State's unemployment website: Information regarding the state's unemployment benefits may be found [here](#). See information related to COVID-19 [here](#).

Changes to Unemployment Compensation due to COVID-19: The one-week waiting period has been suspended, and work search and work registration requirements have been waived for all claimants. <https://www.uc.pa.gov/COVID-19/Pages/UC-COVID19-FAQs.aspx>

RHODE ISLAND

If an Employer must lay off employees who are subject to recall, can they receive unemployment benefits? Yes. However, if an employee were to refuse to return to work when recalled, the employer may oppose the continued award of unemployment benefits.

If an Employer must reduce employee hours, can they receive unemployment benefits? Yes.

Is there a required Notice that must be given to employees who are laid off or whose hours are reduced? No.

Is there a required Notice that must go to the State concerning employees who are laid off or whose hours are reduced? No. However, the Rhode Island Department of Labor and Training is asking that employers ceasing or limiting operations, to contact DLT to discuss options. See Fact Sheet [here](#).

Is there a specific time period within which an Employer must notify the State of a layoff or reduction in hours? No.

Additional information is available on the State's unemployment website: Information regarding the state's unemployment benefits may be found [here](#). See information related to COVID-19 [here](#).

Changes to Unemployment Compensation due to COVID-19: Waived one-week waiting period. Individuals under quarantine qualify for Temporary Disability Insurance. See Fact Sheet [here](#).

SOUTH CAROLINA

If an Employer must lay off employees who are subject to recall, can they receive unemployment benefits? Yes.

If an Employer must reduce employee hours, can they receive unemployment benefits? Yes, but the employees' hours must be reduced to less than 30 hours per week. The South Carolina Department of Employment and Workforce considers employees working 30 hours or more per week to be fully employed and not eligible for benefits.

Is there a required Notice that must be given to employees who are laid off or whose hours are reduced? No, but the [SC Payment of Wages Act](#) requires 7 calendar days' written notice for a reduction in hours or pay (or deductions, change in time/place of payment or benefits). See state law [here](#).

Is there a required Notice that must go to the State concerning employees who are laid off or whose hours are reduced? No.

Is there a specific time period within which an Employer must notify the State of a layoff or reduction in hours? No.

Additional information is available on the State's unemployment website: Information regarding the state's unemployment benefits may be found [here](#). See information related to COVID-19 [here](#).

Changes to Unemployment Compensation due to COVID-19: If an employer must shut down operations, lay off employees, or reduce hours, individuals may be eligible for unemployment benefits. Employers that have a temporary shutdown or are experiencing a slow or smaller workload than normal can request permission to file claims on their workers' behalf for up to six weeks of benefits, during which the work search requirement is waived. <https://dew.sc.gov/covid-hub>. See *also* specific COVID-19 FAQs [here](#).

SOUTH DAKOTA

If an Employer must lay off employees who are subject to recall, can they receive unemployment benefits? Yes. Workers who are temporarily unemployed and expected to return to work with their employer would not be required to actively seek work each week. As of now, a layoff lasting longer than 10 weeks would require the person to be able, available, and actively looking for work. See [South Dakota Unemployment Website](#).

If an Employer must reduce employee hours, can they receive unemployment benefits? Yes. Depending on the number of hours that have been reduced and the amount of earnings for

the week, a person would be eligible for reduced RA (“Reemployment Assistance”) benefits. 75% of earnings over \$25 would be deducted from the weekly benefit amount. A worker would not be eligible if earnings were equal to or more than the weekly benefit amount. See [South Dakota Unemployment Website](#).

Is there a required Notice that must be given to employees who are laid off or whose hours are reduced? Yes, Employers must post and maintain printed statements of state regulations in places readily accessible to individuals in the employer’s service and shall make available to each such individual at the time the individual becomes unemployed, a printed statement of the regulations. The printed statements shall be supplied by the department to each employer without cost to the employer.

Is there a required Notice that must go to the State concerning employees who are laid off or whose hours are reduced? South Dakota has no state-specific notice requirements.

Is there a specific time period within which an Employer must notify the State of a layoff or reduction in hours? South Dakota has no state-specific notice requirements.

Additional information is available on the State’s unemployment website: Information regarding the state’s unemployment benefits may be found [here](#).

Changes to Unemployment Compensation due to COVID-19: Workers who are temporarily unemployed (up to 10 weeks) and expected to return to work with their employer are eligible, and not required to actively seek work each week. Workers sent home because they are considered a risk also are likely eligible. https://dlr.sd.gov/ra/covid_19_ra_eligibility.aspx

TENNESSEE

If an Employer must lay off employees who are subject to recall, can they receive unemployment benefits? Yes. Employees who have been discharged are generally eligible for unemployment benefits even if subject to recall.

If an Employer must reduce employee hours, can they receive unemployment benefits? Yes, if the employer significantly reduces the employee’s work hours.

Is there a required Notice that must be given to employees who are laid off or whose hours are reduced? No. However, Employers are required to complete and provide a Separation Notice ([Form LB-0489](#)) to each former employee within 24 hours of separation, if the period of separation is expected to be at least seven (7) days.

Is there a required Notice that must go to the State concerning employees who are laid off or whose hours are reduced? Registered employers may report layoff (lack-of-work) claims affecting any percentage of their workforce. Completing the Mass Layoff Form on Jobs4TN.gov is beneficial as employers will not have to provide additional separation information for each employee’s unemployment claim. <https://www.jobs4tn.gov/vosnet/Default.aspx>.

Is there a specific time period within which an Employer must notify the State of a layoff or reduction in hours? No. However, the state has its own version of WARN that may require notice under certain circumstances. Employers should submit the provided Mass Layoff Form within 2-3 business days of the separation date. If affected employees file a claim before the Mass

Layoff report is available (within the deadline's 3-day grace period), employers will be requested to provide separation information for the individual(s).

Additional information is available on the State's unemployment website: Information regarding the state's unemployment benefits may be found [here](#). The Employers Handbook can be found [here](#). See information related to COVID-19 [here](#).

Changes to Unemployment Compensation due to COVID-19: An individual who is quarantined or ordered to isolate by a medical professional or health authority may receive unemployment benefits if all other eligibility requirements are met and the individual intends to return to the job. Employers closing temporarily should file a mass claim. <https://www.tn.gov/workforce/covid-19.html>

TEXAS

If an Employer must lay off employees who are subject to recall, can they receive unemployment benefits? Yes. Employees who have been discharged are generally eligible for unemployment benefits even if subject to recall. In the Covid-19 crisis, the Governor has waived the normal waiting period and job search requirements. The employee must meet eligibility requirements set forth by the Texas Workforce Commission, therefore employers should not guarantee to any employee that they will receive assistance.

If an Employer must reduce employee hours, can they receive unemployment benefits? Possibly. Texas unemployment compensation law provides for partial benefits due to a reduction in hours. For any week in which individuals are partially unemployed, which means earning less than the weekly benefit an employee would receive if totally unemployed plus the greater of \$5 or 25% of that weekly benefit, they are entitled to partial benefits equal to their weekly benefit less the wages earned (rounded to the next \$1).

Is there a required Notice that must be given to employees who are laid off or whose hours are reduced? Texas employers are required to post and maintain printed notices, supplied by the Texas Workforce Commission, that provide general information about filing a claim for unemployment benefits. These notices must be in places accessible to employees. Poster can be found [here](#). However, there are no notice requirements for private employers with regards to layoffs or reductions of hours, including mass layoffs or plant closings under Texas state law (i.e. a WARN notice equivalent under TX law).

Is there a required Notice that must go to the State concerning employees who are laid off or whose hours are reduced? Yes, for unemployment insurance reporting purposes and if the layoff or reduction in hours is covered under WARN. Otherwise, there are no specific reporting requirements.

The following rules apply for reporting requirements regarding unemployment insurance:

Change/correction reports: Employers that have temporarily suspended or permanently discontinued employment, or transferred their business to a successor, should notify the commission on Form C-13, Notice that Employment or Business has been Discontinued.

Separation reports: Employers that receive a Notice of Initial Claim, also known as a Notice of Application for Unemployment Benefits, must submit a response to the form within 14 days of

when the state mailed the notice. If a Notice of Maximum Potential Chargeback is received, employers have 30 days from the date the Notice was mailed to protest the chargeback, and the response must include details to support the protest.

Employers and third-party administrators may use the State Information Data Exchange System (SIDES) to electronically receive and respond to benefits-eligibility information requests from the Texas Workforce Commission. Employers and third-party administrators that expect to receive benefits-eligibility information requests regarding more than 30 former employees each week may use UI SIDES, a version of SIDES that involves upgrades to computer systems. Employers and third-party administrators that expect to receive benefits-eligibility information requests regarding up to 30 former employees each week may use SIDES E-Response, a version of SIDES that involves using an online portal to receive and respond to the requests.

Texas uses UI SIDES and SIDES E-Response to send and receive responses to separation information requests, which ask for information about how individuals claiming benefits ended work with an employer.

Information on signing up to receive and respond to benefits-eligibility information requests through SIDES is available in Payroll Administration Guide's State Information Data Exchange System chapter.

For WARN notices: Texas Workforce Commission, Attn: Layoff/WARN, 101 E. 15th Street, Room 440T, Austin, TX 78778. Telephone: 512-936-0406, FAX:512-936-0331, email: warnletter.central@twc.state.tx.us.

Is there a specific time period within which an Employer must notify the State of a layoff or reduction in hours? Applications to terminate coverage under the Texas Unemployment Compensation Act must be completed on or after January 1 but before April 1st. Otherwise, there are not any specific time period reporting requirements. For WARN notices, follow WARN Act requirements.

Additional information is available on the State's unemployment website: Information regarding the state's unemployment benefits may be found [here](#). See information related to COVID-19 [here](#).

Changes to Unemployment Compensation due to COVID-19: An individual who is quarantined or ordered to isolate by a medical professional or health authority may receive unemployment benefits if all other eligibility requirements are met and the individual intends to return to the job. Employers closing temporarily should file a mass claim.

UTAH

If an Employer must lay off employees who are subject to recall, can they receive unemployment benefits? Yes. Employees who have been discharged are generally eligible for unemployment benefits even if subject to recall. The employee must meet eligibility requirements set forth by the Utah Workforce Services, therefore employers should not guarantee to any employee that they will receive assistance.

If an Employer must reduce employee hours, can they receive unemployment benefits? Possibly. Employees whose earnings are reduced may be eligible for unemployment benefits.

The opportunity to obtain benefits due to a reduction in hours has recently been reiterated by the Utah Workforce Services in light of the current Covid-19 outbreak. The maximum weekly benefit amount in this state is currently \$496. The employee must meet eligibility requirements set forth by the Utah Workforce Services, therefore employers should not guarantee to any employee that they will receive assistance.

Is there a required Notice that must be given to employees who are laid off or whose hours are reduced? No. However, employers must comply with the federal WARN Act.

Is there a required Notice that must go to the State concerning employees who are laid off or whose hours are reduced? No. However, employers must comply with the federal WARN Act.

Is there a specific time period within which an Employer must notify the State of a layoff or reduction in hours? No. However, employers must comply with the federal WARN Act.

Additional information is available on the State's unemployment website: Information regarding the state's unemployment benefits may be found [here](#).

Changes to Unemployment Compensation due to COVID-19: See information related to COVID-19 [here](#).

VERMONT

If an Employer must lay off employees who are subject to recall, can they receive unemployment benefits? Yes. See Vermont Department of Labor, [COVID-19 FAQs](#).

See *also*, Executive Order 01-20 (03/13/20): Declaration of State of Emergency in Response to COVID-19 and National Guard Call-Out - Directing the Vermont Department of Labor (VDOL), to extend unemployment insurance to those citizens following the instructions of their healthcare providers to self-isolate or quarantine; to remove the work search requirement for those workers affected by temporary closure of a business; and to temporarily suspend any mechanisms that would delay the release of funds to claimants and to further work with the legislature on other opportunities to extend benefits to workers affected by COVID-19 ([link to order](#)).

If an Employer must reduce employee hours, can they receive unemployment benefits? Yes, if an employer experiences a slow-down in business, causing a reduction in available work hours for employees, their employees may be eligible for partial unemployment benefits. Unemployment insurance claims made by impacted employees will be charged against the employer's account.

Is there a required Notice that must be given to employees who are laid off or whose hours are reduced? No. However, the state has its own version of WARN that may require notice under certain circumstances.

Is there a required Notice that must go to the State concerning employees who are laid off or whose hours are reduced? No. However, the state has its own version of WARN that may require notice under certain circumstances.

Is there a specific time period within which an Employer must notify the State of a layoff or reduction in hours? Only if Vermont's mini-WARN statute is implicated, which is forty-five (45) days, unless an exception under the mini-WARN statute applies.

Additional information is available on the State's unemployment website: Information regarding the state's unemployment benefits may be found [here](#). See information related to COVID-19 [here](#). Vermont Unemployment Employer Resources may be found [here](#).

Changes to Unemployment Compensation due to COVID-19: Waived "able and available" requirements when a claimant is isolated or quarantined at the direction of a health care official due to potential or verified COVID-19 exposure. Waived work search requirements for employees affected by a temporary closure of a business who were provided with a return to work date within 10 weeks, and for individuals in isolation/quarantine. (<https://labor.vermont.gov/covid19>).

On March 30, 2020 Vermont amended the unemployment law to extend coverage to those who left employment: (a) to self-isolate or quarantine because they have been diagnosed with, exposed to, or are experiencing COVID-19 symptoms; (b) if they belong to a specific group of people identified as high-risk if exposed to the virus; (c) because of an unreasonable risk that they could be exposed to the virus at their workplace; (d) to care for a family member who is sick with, exposed to, or experiencing COVID-19 symptoms; (e) to care for a family member who had an unreasonable risk of exposure to the virus at their workplace; or (f) to care for a child under 18 years old because the child's school or child care has been closed, or the child care provider is unavailable due to COVID-19.

The new law also enables employers to possibly avoid up to 8 weeks of charges to their unemployment account if an employee if their employee became unemployed as a "direct result" of a state of emergency declared by the governor or president in relation to COVID-19, or because of an order or directive by the governor or president in relation to COVID-19, or if the employee had been recommended to or requested by a medical professional or public health authority to be isolated or quarantined as a result of COVID-19. To qualify for this relief, the employer must if they rehire, or offer to rehire, the employee in question within a "reasonable period of time" after they resume operations, as determined by the Commissioner, or upon the employee finishing their isolation or quarantine period, according to the [law](#).

VIRGINIA

If an Employer must lay off employees who are subject to recall, can they receive unemployment benefits? Yes, employees who have been discharged are generally eligible for unemployment benefits even if subject to recall. In the Covid-19 crisis, the Governor has waived the normal waiting period and job search requirements. The employee must meet eligibility requirements set forth by the Virginia Employment Commission, therefore employers should not guarantee to any employee that they will receive assistance.

If an Employer must reduce employee hours, can they receive unemployment benefits? Possibly. Employees whose earnings are reduced may be eligible for unemployment benefits. The opportunity to obtain benefits due to a reduction in hours has recently been reiterated by the Virginia Employment Commission in light of the current Covid-19 outbreak. The maximum weekly benefit amount in this state is currently \$378. If the claimant is unemployed for a portion of the week, the earned wages must be reported when claiming unemployment benefits. Employees are not entitled to benefits if their weekly earnings exceed their weekly benefit amount. If the

employee works during the week and earns less than their weekly benefit amount, the gross amount of wages less \$50 will be deducted from the weekly benefit amount. The employee must meet eligibility requirements set forth by the Virginia Employment Commission, therefore employers should not guarantee to any employee that they will receive assistance.

Is there a required Notice that must be given to employees who are laid off or whose hours are reduced? No, employers are not required to provide notice regarding the Virginia Employment Commission at this time.

Is there a required Notice that must go to the State concerning employees who are laid off or whose hours are reduced? No, employers are not required to provide notice to the state at this time.

Is there a specific time period within which an Employer must notify the State of a layoff or reduction in hours? No, employers are not required to provide notice to the state at this time.

Additional information is available on the State's unemployment website: Information regarding the state's unemployment benefits may be found [here](#). Find employer guidance [here](#). See information related to COVID-19 [here](#).

Changes to Unemployment Compensation due to COVID-19: Waived one-week waiting period and weekly job search requirement. <http://www.vec.virginia.gov/>
<http://www.vec.virginia.gov/qa-coronavirus>

WASHINGTON

If an Employer must lay off employees who are subject to recall, can they receive unemployment benefits? Yes. See general guidance [here](#). See information for employers related to COVID-19 [here](#). See information for employees related to COVID-19, including exceptions for work search requirements, [here](#).

If an Employer must reduce employee hours, can they receive unemployment benefits? Yes, if they meet eligibility requirements. Washington also offers two programs that allow employees to receive unemployment compensation when their hours are sufficiently reduced, SharedWork and Partial Unemployment. To take advantage of these programs, employers must apply to ESD. See resources above.

Is there a required Notice that must be given to employees who are laid off or whose hours are reduced? No, Washington does not require any specific notice be given employees before they are laid off or their hours are reduced.

Is there a required Notice that must go to the State concerning employees who are laid off or whose hours are reduced? No. Employers may apply to take advantage of the state's SharedWork program, which allows employers to reduce the hours of permanent and hourly-paid employees by as much as 50 percent, and the employees can collect partial unemployment benefits to replace a portion of their lost wages. While on the SharedWork program, employees are not required to make an active search for work. See additional information [here](#).

Is there a specific time period within which an Employer must notify the State of a layoff or reduction in hours? No. However, Employers may be required to supply information to the

Employment Security Department (ESD) within a specific timeframe after an employee applies for unemployment.

Additional information is available on the State's unemployment website: Information regarding the state's unemployment benefits may be found [here](#). See information related to COVID-19 [here](#). Information regarding how the ESD is coping with present increased demand due to COVID-19 can be found [here](#). See also Governor Jay Inslee's emergency proclamations regarding unemployment benefits. [Proclamation 20-21](#) (temporarily waiving the "waiting week" requirement) and [Proclamation 20-30](#) (temporarily waiving the job-search requirement).

Changes to Unemployment Compensation due to COVID-19: An individual may be eligible if following guidance issued by a medical professional or public health official to self-isolate or quarantine due to COVID-19 exposure, and the individual is not receiving paid sick leave from the employer. Employees who are laid off, or whose hours are reduced, temporarily may request "standby" status. Employers may request a relief of benefit charges due to a business closure which is directly related to possible contamination at the business site. <https://esd.wa.gov/covid-19>

WEST VIRGINIA

If an Employer must lay off employees who are subject to recall, can they receive unemployment benefits? Yes. Employees who have been discharged are generally eligible for unemployment benefits even if subject to recall. In the Covid-19 crisis, the Governor has waived the normal waiting period and job search requirements. The employee must meet eligibility requirements set forth by WorkForce West Virginia, therefore employers should not guarantee to any employee that they will receive assistance.

If an Employer must reduce employee hours, can they receive unemployment benefits? Possibly. Employees whose earnings are reduced may be eligible for unemployment benefits. The opportunity to obtain benefits due to a reduction in hours has recently been established by the Governor in light of the current COVID-19 outbreak. The maximum weekly benefit amount in this state is currently \$424. If the claimant is unemployed for a portion of the week, the earned wages must be reported when claiming unemployment benefits. Any weekly earnings over \$60 will be deducted dollar for dollar from the weekly benefit amount. The employee must meet eligibility requirements set forth by WorkForce West Virginia, therefore employers should not guarantee to any employee that they will receive assistance.

Is there a required Notice that must be given to employees who are laid off or whose hours are reduced? No, employers are not required to provide notice regarding WorkForce West Virginia; however, employers must notify employees in writing of any changes in the rate of pay at least one full pay period before the effective date.

Is there a required Notice that must go to the State concerning employees who are laid off or whose hours are reduced? No, but employers must respond to requests for information from WorkForce West Virginia.

Is there a specific time period within which an Employer must notify the State of a layoff or reduction in hours? No, not in this state at this time.

Additional information is available on the State’s unemployment website: Information regarding the state’s unemployment benefits may be found [here](#). A Handbook for Employers published by WorkForce West Virginia is available [here](#). Also note on March 19, 2020, the Governor of West Virginia issued [Executive Order 4-20](#) in response to the COVID-19 outbreak. Under the Executive Order, workers who, because of a documented medical condition caused by COVID-19 or because of communicable disease control measures related to COVID-19, are unemployed, have their hours reduced, or are prevented from working are now eligible for unemployment benefits to the “maximum extent permitted by federal law.”

Changes to Unemployment Compensation due to COVID-19: Discretion to waive one-week waiting period, “able and available” requirement, and work search requirement. Benefits are available to eligible individuals who are requested by a medical professional, local health authority, or employer to be isolated or quarantined due to COVID-19, even if they are not actually diagnosed. <https://workforcewv.org/covid19>

WISCONSIN

If an Employer must lay off employees who are subject to recall, can they receive unemployment benefits? Yes. Employees who have been discharged are generally eligible for unemployment even if subject to recall. In the Covid-19 crisis, the Governor has waived the job search requirements. The employee must meet eligibility requirements set forth by the Wisconsin Department of Workforce Development, therefore employers should not guarantee to any employee that they will receive assistance. <https://dwd.wisconsin.gov/news/2020/200317-emergency-order.htm>.

If an Employer must reduce employee hours, can they receive unemployment benefits? Possibly. Employees whose earnings are reduced may be eligible for unemployment benefits. The opportunity to obtain benefits due to a reduction in hours has recently been reiterated by the Wisconsin Department of Workforce Development in light of the current Covid-19 outbreak. The maximum weekly benefit amount in this state is currently \$370. The employee must meet eligibility requirements set forth by the Wisconsin Department of Workforce Development, therefore employers should not guarantee to any employee that they will receive assistance.

Is there a required Notice that must be given to employees who are laid off or whose hours are reduced? No, not in this state at this time.

Is there a required Notice that must go to the State concerning employees who are laid off or whose hours are reduced? No, not in this state at this time.

Additional information is available on the State’s unemployment website: Information regarding the state’s unemployment benefits may be found [here](#). Wisconsin Unemployment Insurance Handbook for Employers may be found [here](#).

Changes to Unemployment Compensation due to COVID-19: Waived work search and availability requirements. <https://dwd.wisconsin.gov/covid19/public/ui.htm>

WYOMING

If an Employer must lay off employees who are subject to recall, can they receive unemployment benefits? Yes. Employees who have been discharged are generally eligible for unemployment benefits even if subject to recall. The employee must meet eligibility requirements set forth by the Wyoming Department of Workplace Services, therefore employers should not guarantee to any employee that they will receive assistance. Wyoming does not have a waiting period for unemployment benefits. [WY Stat § 27-3-306](#).

If an Employer must reduce employee hours, can they receive unemployment benefits? Yes. To be eligible for unemployment benefits due to reduced hours, the amount earned by the employee for the week must be less than the weekly benefit amount. Any amount over one-half the weekly benefit amount will be subtracted from the weekly benefit amount. Weekly benefits are calculated per employee based on past earnings. The employee must meet eligibility requirements set forth by the Wyoming Department of Workplace Services, therefore employers should not guarantee to any employee that they will receive assistance.

Is there a required Notice that must be given to employees who are laid off or whose hours are reduced? Yes. Employees must be provided with a Low Earnings Report (Form WYO-161) at the end of each week in which their earnings are reduced to less than their weekly benefit because of a lack of work.

Is there a required Notice that must go to the State concerning employees who are laid off or whose hours are reduced? No.

Is there a specific time period within which an Employer must notify the State of a layoff or reduction in hours? No, not in this state at this time.

Additional information is available on the State's unemployment website: Information regarding the state's unemployment benefits may be found [here](#).

Changes to Unemployment Compensation due to COVID-19: If an employer must shut down operations or lay off employees, individuals may be eligible for unemployment benefits if they meet the monetary criteria and the federal weekly eligibility criteria. If a layoff is temporary, the employer may request that the employee be job-attached for up to 12 weeks so the employee can collect unemployment benefits without having to look for other work. <http://wyomingworkforce.org/docs/data/epidemiology/2020-03-covid19-faq.pdf>

Notice: Seek Specific Advice from an Employment Attorney

Numerous regulations, interpretations, and other authorities must be evaluated in applying these principles. This document is intended for general information purposes only. It is not a complete or all-inclusive explanation, and it should not be construed as legal advice on any specific facts or circumstances. You are urged to consult experienced employment law counsel concerning your specific situation and any specific legal questions you might have.

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