

## ***Alabama Employers Now Required to Notify Separated Employees of the Availability of Unemployment Compensation***

The Alabama Department of Labor is sending notifications to employers of their obligation to notify newly separated employees of the availability of unemployment compensation.

This new notice requirement has been imposed on employers in states that have accepted Families First Coronavirus Response Act (FFCRA) funds for unemployment compensation programs.

All Alabama employers are now required to provide notice of the potential availability of unemployment benefits to each employee who separates from their employment, for any reason. This, of course, includes employees who are terminated with or without cause and those who voluntarily resign their employment. Employers may provide notice in the form of a letter, email, text message, or flyer given or sent to each individual undergoing separation.

The Alabama Department of Labor has provided a sample flyer that satisfies the requirement, a copy of which is attached to this Alert.

This requirement is effective immediately, and the Alabama Department of Labor is working to amend the Alabama Administrative Code to reflect this requirement. Providing this information to employees does not guarantee their receipt of unemployment benefits, but it satisfies the employer's obligation to provide individual notice of the potential availability of those benefits.

Our employment team is continuing to monitor developments related to the COVID-19 pandemic and associated legislation. As always, please reach out to one of our lawyers for further information and guidance so we can help you with your individual needs.

## EMPLOYMENT **Alert**

*This alert was prepared by Hand Arendall Harrison Sale's Employment Team. For further assistance, please contact the author or the attorney with whom you normally work.*

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## Notice of Availability of Unemployment Compensation

Unemployment Insurance (UI) benefits are available to workers who are unemployed and who meet the requirements of state UI eligibility laws. You may file a UI claim in the first week that employment stops or work hours are reduced.

For general information about filing a claim, call 866-361-4524 or visit [www.labor.alabama.gov](http://www.labor.alabama.gov).

You will need to provide the Alabama Department of Labor with the following information in order for the state to process your claim:

1. Your full legal name;
2. Your Social Security Number;
3. Your authorization to work (if you are not a US Citizen or resident).

You should also have the following information available when you file your claim:

1. A list of names, complete addresses, telephone numbers, and the beginning and end dates of employment for your last 2 employers;
2. Information and related documents for any federal civilian employment, military service, or work performed in another state in the past 18 months;
3. Your bank routing number and checking or savings account number, if you choose to have your unemployment payment deposited directly into your bank account.

To file a UI claim by phone, dial 866-2-FILE-UC (866-234-5382).

If you do not have access to a telephone, you may use a designated telephone at a local Alabama Career Center.

You will be asked a series of questions that will require you to answer by pressing numbers on your telephone keypad. You may then be transferred to a claims specialist and/or given additional information to complete your claim.

To file a UI claim online, visit [www.labor.alabama.gov](http://www.labor.alabama.gov).

Click on "Unemployment," then "File Claim," then "Establish a New or Reopen a UC Claim" and follow the prompts.

If you have questions about the status of your UI claim, you can call the Alabama Department of Labor Call Center Inquiry Line at 800-361-4524.