



## INSTRUCTIONS TO EMPLOYER FOR PREPARATION OF SEPARATION NOTICE ALLEGING DISQUALIFICATION

We encourage you to submit the form online at [www.laworks.net](http://www.laworks.net).

A Separation Notice Alleging Disqualification should be made out in triplicate for each worker who leaves your employ without good cause connected with his work, is discharged for misconduct connected with his work, or is unemployed because of a labor dispute.

Fax or mail an original to the Administrator, Louisiana Workforce Commission, Post Office Box 91253, Baton Rouge, Louisiana 70821-9253 within 72 hours after employee has been separated from work. Give a duplicate copy to the worker along with the "Instructions To The Worker", or if delivery is impossible, mail to his last known address within 72 hours.

Keep a triplicate in your files for reference.

Item 1 Enter here the worker's full name as it appears on your records. If it is different from that on the Social Security card, please indicate in the explanation area.

Enter worker's Social Security Number. If it is known to you that he has more than one number, please indicate in the explanation area.

Enter the date the worker was separated from your employ.

Enter the date the worker was hired.

Enter the date the worker last worked.

Item 2 Check the reason for separation and explain in detail in space provided.

**Voluntary Leaving:** give the detailed reason for leaving so that it can be determined whether or not a disqualification for leaving without good cause attributable to a substantial change with the employment should be assessed.

**Discharge (Fired):** give the detailed reason for discharge so that the information can be used in determining whether or not a disqualification should be assessed for misconduct connected with the work.

**Lack of Work (RIF):** No other work available.

**Leave of Absence:** give complete details as to the reason for the leave and the time period involved.

**Not Physically Able to Work:** give all details known to you relative to the worker's illness or injury.

**School Employee:** give complete information relative to reason for the separation and whether or not the worker had a contract or a reasonable assurance of returning.

**Refused Other Suitable Work:** give detailed information relative to the new work offered, such as, salary, hours, job conditions, location, etc.

**Labor Dispute/Union Strike:** give details of labor dispute so that the information can be used in determining whether or not the worker is disqualified for benefits due to participation in the dispute.

**Retirement:** give the detailed reason for retirement, whether voluntary or compulsory, exact amount of pension before deductions, and whether company contributed, employee contributed or a combination of employer/employee contributions.

**Work Part-Time:** if the employee is currently working part-time, or his/her hours have been reduced from full-time to part-time work, please provide an explanation and include the number of hours worked each week. The hourly rate of pay should also be included.

Items 3 and 4 Complete as indicated on the form. Report gross total payments.

This notice should be filled out and signed by an officer or employee authorized to assume responsibility for the information and his/her title or position. This notice should be dated as of the date it is handed or mailed to the worker and faxed to 225-346-6068 or mailed to the Administrator, Louisiana Workforce Commission, Post Office Box 91253, Baton Rouge, Louisiana 70821-9253.

## **INSTRUCTIONS TO THE WORKER**

Having become unemployed, you should go to a Business and Career Solutions Center most convenient to you and register for work. If you intend to file a claim for benefits, you may do so at the same time or file a claim via the Call Center at 1-866-783-5567. Under the Louisiana Employment Security Law, you may be disqualified for benefits, if it is determined that:

You left your work without good cause attributable to a substantial change with your employment, or

You were discharged for misconduct connected with your work, or

You failed to accept suitable work when offered or to apply for available suitable work, when so directed by the Administrator or the employment office, or

You were taking part in a labor dispute in the establishment in which you were employed, or you were seeking unemployment compensation benefits under any other State or Federal Law.

It is important for you to register for work immediately even though you may be temporarily disqualified for benefits.

In deciding whether you are disqualified, the Louisiana Workforce Commission will consider the statements made by your employer on Form LWC 77, Separation Notice, concerning the reason for your separation and the statements you make when you file your claim for benefits. If you do not agree with the reasons for leaving your job as given on the Form LWC 77, Separation Notice, provide a detailed statement on your Unemployment Insurance Application.

**NOTE:** It is not necessary to EMPLOY any one to help you collect benefits. Representatives of the Louisiana Workforce Commission will advise you and help you with your claim.

**REGISTER** at once at the most convenient Business and Career Solutions Center or via the Call Center at 1-866-783-5567.