

# Certificate of Coverage for

## and Notice to Workers as to Benefit Rights

Employers covered by the **Employment Security Law of North Carolina** (Chapter 96 of the North Carolina General Statutes) contribute to a special fund set aside for the payment of unemployment insurance benefits. No money is withheld from workers' checks for unemployment insurance purposes.

Employees of the above named employer whose work hours are substantially reduced, or whose jobs are eliminated due to lack of work may qualify for unemployment insurance benefits.

If you work less than the equivalent of three (3) customary scheduled full-time days during any payroll week because work was not available, you may be eligible for unemployment insurance benefits. Your employer will prepare a Benefit Claim for Attached Worker and submit it to the Employment Security Commission in Raleigh for processing. Since unemployment insurance checks are mailed from Raleigh, be sure that your employer has your correct mailing address. Also be sure to notify your employer of any part-time or odd jobs you did during the payroll week.

If you lose your job with this employer, report at once to the nearest Employment Security Commission local office. Trained staff will assist you in finding other suitable work. If suitable work is not immediately available, these staff will assist you in filing a claim for unemployment insurance benefits. These services are free.

By law, workers who become unemployed for other reasons or who refuse suitable work may be denied unemployment insurance benefits.

If you have any questions about unemployment insurance benefits or need more information, contact the nearest Employment Security Commission local office or the State Office at the address shown on the bottom of this poster.

### ***While on Vacation [Section 96-13(a)(3)]***

Workers who are either totally or partially unemployed due to a vacation, not to exceed two (2) weeks within a calendar year, are not eligible for unemployment insurance benefits for such weeks. In these instances, the employer is not required to prepare a Benefit Claim for Attached Worker.

However, workers who feel that their unemployment is not due to a vacation may request a Benefit Claim for Attached Worker from the employer. These claims must be taken to the nearest Employment Security Commission local office for filing and issuance of a determination of the workers' eligibility for unemployment benefits.

### ***During Labor Disputes [Section 96-14(5)]***

Workers who are totally or partially unemployed because of a labor dispute in active progress (1) at their place of employment, or (2) at another place in North Carolina that is owned or operated by the same employer and that supplies materials or services necessary to the continued and usual operation of the premises at which the workers are or were last employed, are not eligible for unemployment insurance benefits. Once the labor dispute has ended, such workers shall continue to be ineligible for unemployment insurance benefits for the period of time that is reasonably necessary to resume operations in the workers' place of employment.

### **For More Information, Contact:**

**Employment Security Commission of North Carolina**

**Unemployment Insurance Division**

**P.O. Box 25903**

**Raleigh, N.C. 27611**

**Telephone: (919) 733-7883**

**Fax: (919) 733-1125**



## Instructions for Employers

1. Enter the company name in the space provided on the front of this notice.
2. Post this notice on your premises in such a place that all employees may see it. If needed, additional copies are available upon request.
3. You must notify affected workers of a vacation period within a reasonable period of time before it begins.
4. Benefit claims for attached workers may be filed by paper, diskette, tape, electronic bulletin board, or via the Internet. Paper claim forms as well as information about the various filing methods can be obtained from the address below.

Employment Security Commission of North Carolina  
Unemployment Insurance Division - Claims Department  
P.O. Box 25903  
Raleigh, N.C. 27611

Telephone: (919) 733-7883

Fax: (919) 733-1125

