



UNEMPLOYMENT INSURANCE FOR EMPLOYEES

Your job with this employer is covered by the Employment Security Law. You may be able to establish a claim for Unemployment Insurance if you become **TOTALLY** or **PARTIALLY** unemployed and comply with all requirements.

IMPORTANT: YOU MAY FILE A CLAIM FOR BENEFITS AT ANY OFFICE OF THE GEORGIA DEPARTMENT OF LABOR LISTED BELOW. PLEASE BRING YOUR SEPARATION NOTICE, IF ONE WAS FURNISHED BY YOUR EMPLOYER.

**THE EMPLOYMENT SECURITY LAW SAYS THAT FOR EACH WEEK
YOU CLAIM INSURANCE FOR TOTAL UNEMPLOYMENT,**

- YOU MUST:** Register for employment services with the Georgia Department of Labor.
- BE:** **UNEMPLOYED, ABLE to work, AVAILABLE for work, ACTIVELY SEEKING WORK, and be willing to immediately accept suitable work.**
- YOU MUST:** Report all earnings each week.
Report any job refusal.

NOTICE

**No amount of money is deducted from your wages to pay the unemployment insurance tax.
Georgia employers pay this tax into a trust fund.**

OFFICES WHERE UNEMPLOYMENT INSURANCE CLAIMS MAY BE FILED

ALBANY	CARTERSVILLE	EASTMAN	LAGRANGE	SOUTH METRO-ATLANTA
AMERICUS	CEDARTOWN	ELBERTON	MACON	STATESBORO
ATHENS	CLAYTON COUNTY	GAINESVILLE	MILLEDGEVILLE	SYLVESTER
AUGUSTA	COBB/CHEROKEE	GRIFFIN	MONROE	THOMASVILLE
BAINBRIDGE	COLUMBUS	GWINNETT COUNTY	MOULTRIE	THOMSON
BLAIRSVILLE	CORDELE	HABERSHAM	NEWNAN	TIFTON
BLUE RIDGE	COVINGTON	HINESVILLE	NORTH METRO-ATLANTA	TOCCOA
BRUNSWICK	DALTON	HOUSTON COUNTY	NORTHWEST GEORGIA- (FT. OGLETHORPE)	VALDOSTA
CAIRO	DEKALB COUNTY	JESUP	ROME	VIDALIA
CAMILLA	DOUGLAS	KINGS BAY	SAVANNAH	WAYCROSS
CARROLLTON	DUBLIN	LAFAYETTE		

GEORGIA DEPARTMENT OF LABOR

Equal Opportunity Employer/Program • Auxiliary Aids & Services Are Available Upon Request To Individuals With Disabilities



VACATION

UNEMPLOYMENT INSURANCE IS NOT PAYABLE

WHEN YOU ARE ON

- LEAVE OF ABSENCE at your own request
- PAID VACATION
- UNPAID VACATION, up to two weeks in a calendar year if provided by

EMPLOYMENT CONTRACT, or by

ESTABLISHED EMPLOYER CUSTOM, PRACTICE

OR POLICY

PARAGRAPH (a)(3) OF OCGA SECTION 34-8-195

GEORGIA DEPARTMENT OF LABOR

DOL-154 (R-1/92)