

Separation Checklist - Lack of Work

Purpose/Summary

The following are checklists to ensure proper documentation and steps are taken when an employer has a lack of work to offer its employees. The checklists are broken down by reasons for separation.

Product

Unemployment Process - Checklists

Details

The following are checklists an employer can use to ensure proper steps and documentation when there is a lack of work available. Click on a link below to be taken to that specific separation reason checklist:

**Downsizing, Plant
Closures, or Shutdowns**

**Assignment Completed/
Job Refusal**

Job Refusal

Reduction in Hours

Due to a Natural Disaster

Due to a Labor Dispute

Downsizing, Plant Closings, or Shutdowns

Work force reduction or downsizing	Temporary separation If temporary, date of expected return
Plant or facility closing	Additional payments upon separation If Yes: - Vacation - Severance - Pension - Wages in lieu of notice - Dates of the allocation of payments - Amount of payments
Vacation or inventory shutdown	WARN Act Requirements* (If layoff cannot be avoided and it involves a large number of employees, WARN may apply) 60-day notice to date of notice - Chief elected official in city or town where layoff will occur - Appropriate state office
Permanent separation	

*WARN applies

- A. Any employer with 100+ full-time employees each of whom has six (6) months or more of service.
- B. Notice to be given to any workers:
 - Permanently laid off
 - On layoff for 6+ months
 - Hours reduced by 50% or more
- C. Regulations apply to any reduction in workforce that involves 33% of workforce and 50 employees, or at least 500 employees (regardless of proportion to workforce).
- D. Plant closings resulting in a loss of employment for 50 or more employees over a 30-day period are also covered.

Assignment Completed/Job Refusal

Start and end dates of assignment confirmed in file	Reason employee gave for refusal is clearly documented
New assignment available	Type of work for which employee applied is in file
Offer of new assignment made If Yes: • Date of offer	Company policy regarding maintaining contact • Employer responsible • Employee responsible
Offer refused If Yes: • Date of refusal	Employee aware of policy
Offer was made in writing and copy is in file	Signed acknowledgment of policy
Terms and conditions of new assignment: • Type of work similar to prior assignment(s) • Type of work indicated by employee to be acceptable • Rate of pay same or better than completed assignment • Hours to be worked the same or substantially similar to completed assignment • Hours to be worked documented clearly • Number of hours offered were the same or substantially similar to completed assignment • Distance to offered assignment in location or area employee indicated was acceptable	Copy of policy and signed acknowledgement in file

Job Refusal

New assignment available	Offer was made in writing and copy is in file
Offer of new assignment made If Yes: Date of offer	Reason employee gave for refusal is clearly documented
Offer refused If Yes: Date of refusal	Terms and conditions of new assignment - Type of work similar to prior assignment(s) - Type of work indicated by employee to be acceptable - Rate of pay same or better than completed assignment - Hours to be worked the same or substantially similar to completed assignment - Hours to be worked documented clearly - Number of hours offered were the same or substantially similar to completed assignment - Distance to offered assignment in location or area employee indicated was acceptable

Reduction in Hours

Lack of work	Additional hours refused If Yes: Date of refusal
Additional hours available and offered If Yes: Date of offer	Employee's availability changed since hire date If Yes: Changes are documented in the employee's file
Work share program	Reduction is permanent
Hours reduced per employee request (See Job Refusal) If Yes: Employee offered explanation	Reduction is temporary If Yes: Expected/anticipated date of restoration of hours in file
Suspension or other disciplinary reason (See Discharge - Suspension)	

Due to a Natural Disaster*

Unemployment is a direct result of the natural disaster	Vacation pay or PTO
Return expected If Yes: • Date	Salary continuation
Employee is receiving pay while on layoff If Yes: • Amount • Frequency	

*Natural disasters can be fire, flood, hurricane, tornado, utility outages and more.

Due to Labor Dispute

Employee is directly involved in or financing the labor dispute (employee is on strike)	Employee is a member of a labor union
Employee works at the same location where labor dispute is occurring	Employee is part of group that is locked out
Employee is the same grade or class of worker that is involved in labor dispute	

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