



# 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 through no fault of your own and comply with all requirements.

**IMPORTANT:** YOU MAY FILE A CLAIM FOR UNEMPLOYMENT INSURANCE BENEFITS VIA THE INTERNET AT [dol.georgia.gov](http://dol.georgia.gov). YOU MAY ALSO FILE A CLAIM IN PERSON AT ANY GEORGIA DEPARTMENT OF LABOR (GDOL) CAREER CENTER LISTED BELOW.

## THE GEORGIA EMPLOYMENT SECURITY LAW STATES FOR EACH WEEK YOU CLAIM UNEMPLOYMENT BENEFITS YOU MUST:

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

### NOTICE

Employers cannot deduct any money from employees' paychecks to pay unemployment insurance tax. The funding for unemployment insurance benefits comes from taxes paid by employers.

### OFFICES WHERE UNEMPLOYMENT INSURANCE CLAIMS MAY BE FILED

ATLANTA	CARROLLTON	DOUGLAS	HOUSTON COUNTY	STATESBORO
ALBANY	CARTERSVILLE	DUBLIN	LAFAYETTE	THOMASVILLE
AMERICUS	CLAYTON COUNTY	EASTMAN	LAGRANGE	THOMSON
ATHENS	COBB/CHEROKEE	GAINESVILLE	MACON	TIFTON
AUGUSTA	COLUMBUS	GRIFFIN	MILLEDGEVILLE	TOCCOA
BAINBRIDGE	COVINGTON	GWINNETT COUNTY	MOULTRIE	VALDOSTA
BLUE RIDGE	DALTON	HABERSHAM AREA	ROME	VIDALIA
BRUNSWICK	DEKALB	HINESVILLE	SAVANNAH	WAYCROSS

## GEORGIA DEPARTMENT OF LABOR

# **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**