



# Employer Layoff Obligations

## Provide Requested Information

When a former employee applies for unemployment insurance (UI) benefits, the Division sends the employer a **Request for Separation Information** to learn more about the separation from employment. **Respond** to the request via:

- ◆ BEACON ([employer.beacon.labor.md.gov/](http://employer.beacon.labor.md.gov/));
- ◆ State Information Data Exchange System ([uisides.org](http://uisides.org)); or,
- ◆ mail (to the address on the request).

See the [BEACON Employer FAQs](#) (at [MDunemployment.com](http://MDunemployment.com)) for details.

## Mass Layoff

For a mass layoff (affecting 25+ workers), you must complete a **Dislocation Event Form** ([labor.maryland.gov/employment/disworkerreport.shtml](http://labor.maryland.gov/employment/disworkerreport.shtml)) to submit a list of affected workers (at least 48 hours in advance). Include each employee's:

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| <ul style="list-style-type: none"><li>• Name and Social Security number;</li><li>• Weekly or hourly pay;</li><li>• Information about bonus pay, severance, and vacation/holiday pay;</li><li>• Last day of work;</li></ul> | <ul style="list-style-type: none"><li>• Pension/retirement pay information (indicate each worker who receives this pay, amount received, and whether the worker contributed to it).</li><li>• Expected date of recall, if known</li></ul> |
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- ◆ If you do not have advance knowledge of the layoff, submit the list within 48 hours of the commencement of the mass layoff.
- ◆ If you are covered by the WARN Act, you must provide 60 days' notice of a mass layoff or plant closure ([dol.gov/agencies/eta/layoffs/warn](http://dol.gov/agencies/eta/layoffs/warn)).

Call **410-767-2833** to learn more.