



OFFICE OF THE GOVERNOR

KAY IVEY  
GOVERNOR

STATE OF ALABAMA

DEPARTMENT OF LABOR

FITZGERALD WASHINGTON  
SECRETARY OF LABOR

### Notice of New Employer Requirement

In accordance with the Families First Coronavirus Response Act (Pub. L. 116-127) and guidance from the United States Department of Labor, in addition to posting printed notices as outlined under Alabama Department of Labor Administrative Code Section 480-4-2-.19, **all Alabama employers are now required to provide notification of the availability of Unemployment Compensation (UC) to employees individually at the time of separation. This is effective immediately.** The Alabama Department of Labor is currently working to amend the Alabama Administrative Code to reflect these new requirements.

Specifically, you must provide notice of the potential availability of unemployment benefits individually to each employee who separates from your employment, for any reason. Pursuant to U.S. DOL UIPL 13-20, Change 1, you may provide this notice in the form of a letter, email, text message, or flyer given or sent to each individual undergoing separation. Attached is a sample notice that meets these requirements.

Providing this information to your employees does not in any way guarantee the receipt of Unemployment Benefits, but satisfies your obligation to provide notice of the potential availability of those benefits.

649 MONROE STREET MONTGOMERY, ALABAMA 36131

An Equal Opportunity Employer / Program

Auxiliary aids and services available upon request to individuals with disabilities

Dial 711 for TTY accessibility