

# TO EMPLOYEES

**YOUR EMPLOYER IS SUBJECT TO** the Maryland Unemployment Insurance Law and pays taxes under this law. No deduction is made from your wages for this purpose.

**IF YOU ARE LAID OFF** or otherwise become unemployed, immediately file a claim by calling the telephone number for the area in which you reside or you may file a claim on the internet at the web site address indicated below.

**IF YOU ARE ELIGIBLE**, you may be entitled to unemployment insurance benefits for as many as 26 weeks.

**IF YOU ARE WORKING LESS THAN FULL TIME**, you may be eligible for partial benefits. If your regular hours of work have been reduced, promptly file a claim as instructed above, to determine your benefit rights.

**IF YOU HAVE BEEN FILING FOR BENEFITS AND RETURN TO WORK**, you must report your gross wages before deductions during the week you return to work regardless of whether or not you have been paid.

## YOU ARE ENTITLED TO BENEFITS IF:

1. You are unemployed through no fault of your own.
2. You have sufficient earnings in your Base Period.
3. You have registered for work and filed a claim for benefits with a Maryland Department of Labor claim center listed below.
4. You are able to work, available for work, and actively seeking work.

**NOTE:** To ensure prompt handling of your claim, it is necessary to have your Social Security number available. If you claim dependents under sixteen (16) years of age, you must know the Social Security number of each dependent when you file. If you do not know the Social Security numbers, you will be provided with instructions on how to provide a copy of the dependents' birth certificates or other forms of proof of dependency.

## IF YOU ARE TOTALLY OR PARTIALLY UNEMPLOYED CALL:
