

## **NOTICE TO EMPLOYEES** **UNEMPLOYMENT INSURANCE BENEFITS**

This employer is registered under the California Unemployment Insurance Code and is reporting wage credits that are being accumulated for you to be used as a basis for unemployment insurance benefits.

### **If you are:**

- Unemployed, or
- Working less than full-time, AND
- You are ready, willing, and able to work full-time, or as instructed by the Employment Development Department,

### **You may be eligible to receive unemployment insurance benefits.**

#### Employees of Educational Institutions:

Unemployment Insurance benefits based on wages earned while employed by a public or nonprofit educational institution may not be paid during a school recess period if the employee has reasonable assurance of returning to work at the end of the recess period (California Unemployment Insurance Code Section 1253.3). Benefits based on other covered employment may be payable during recess periods if the unemployed individual is in all other respects eligible, and the wages earned in other covered employment are sufficient to establish an unemployment insurance claim after excluding wages earned from a public or nonprofit educational institution(s).

NOTE: Some employees may be exempt from unemployment and disability insurance coverage.

File your claim by telephone or Internet:

#### **Toll-Free Telephone Numbers**

**English 1-800-300-5616**

**Mandarin 1-866-303-0706**

**Spanish 1-800-326-8937**

**Vietnamese 1-800-547-2058**

**Cantonese 1-800-547-3506**

**TTY (Non Voice) 1-800-815-9387**

#### **EDD's Internet Address to Complete and Submit Your On-Line Application:**

**<https://eapply4ui.edd.ca.gov>**

Note: If contacting us to file a claim, you must contact us by Friday to receive credit for the week.  
If calling, Mondays are our busiest days. For faster service, call Tuesday through Thursday.