

USING MASS LAYOFF PROCEDURES

The law [i.e., [Ohio Revised Code, Section 4141.28 \(B\)\(2\)](#)] requires employers notify the Ohio Department of Job and Family Services (ODJFS) when a mass layoff occurs. To be considered a "mass layoff" employers must have a separation of 50 or more employees within a seven-day period.

This allows ODJFS one-stop staff to obtain advance information from employers regarding the "lack of work nature" of the separation. To expedite processing, employers submit a list of income payments which may be deductible from unemployment benefits (such as holiday and vacation payments).

Benefits of Using Mass Layoff Procedures

EMPLOYER	EMPLOYEE
saves time	allows one-stop processing
cuts errors resulting in overpayments	saves time
less paperwork	receives benefit check faster

Methods of Filing a Mass Layoff

There are two ways to file a mass layoff: by mail or by drop box. Application forms are customized for the chosen method and the length of the layoff. Instructions for filling out the forms are included in the packets.

Mail-in: Workers mail their completed packets to an ODJFS one-stop office of their choice using the mail-in method.

Drop-box: Workers using the drop-box method deposit their completed applications at a designated spot inside the employer's work site or at the ODJFS one-stop office. If the drop box is at the employer's location, the applications can be picked up by an ODJFS staff member or delivered to an ODJFS one-stop office by the employer.

Mass layoff packets enable employees to save time filling out forms and to receive their benefit checks faster.

How to Report a Mass Layoff

To report a mass layoff, an employer should call the closest ODJFS one-stop center. ([Click here to access the web site showing the locations and telephone numbers.](#)) During the call, an ODJFS staff member will ask for specific information to help ensure the correct combination of forms is included in the application packets. Then the ODJFS staff member will make sure the employer gets the proper amount of mass layoff packets needed for affected employees.

**For more information,
contact the ODJFS, UC Technical Services Section at
614-466-4568.**