

# Workers on Furlough or Reduced Hours



Workers in Virginia may apply for Unemployment Insurance benefits if they lose work due to layoff, furlough or have their hours reduced. All applicants are encouraged to follow these three steps:

- 1** File an initial claim
- 2** Wait 7 to 10 days for a Monetary Determination Letter, PIN Letter and your Benefit Rights and Responsibilities document
- 3** File weekly certification (recommended on Sunday, Monday or Tuesday for the prior week)

## What if the furlough is irregular?

A worker may be furloughed or have hours reduced in one week, then work a regular week, and then be furloughed or have hours reduced again in the following week. In this case, the claimant should file a weekly certification every week for as long as the furlough or reduction in hours is expected. It is critically important to report any earnings for the week when work was performed. This will help ensure that an overpayment does not occur.

No benefit will be paid for weeks where earnings are more than the weekly benefit amount. If an employee reports a return to work date prior to the furlough ending, this will stop the claim on the return to work date. After the claim is closed due to the return to work date, any subsequent weeks of unemployment will have to be filed by reopening the claim—which is filing the initial claim.

## If payment isn't received

It is possible for a person who is furloughed, or who had hours reduced, not to receive unemployment benefits. Here are some additional reasons why:

- Claimant did not file weekly certification.
- Claimant reported wages that were equal or exceeded the weekly benefit amount.
- Claimant has exhausted benefits for the benefit year prior to the pandemic.
- Claimant has previously been disqualified during his/her current benefit year.
- Claimant did not earn \$3,000 in two quarters of the base period.

## Filing for Unemployment Insurance Benefits

[www.vec.virginia.gov](http://www.vec.virginia.gov) or by telephone at 1 (866) 832-2363

Available 8:15 a.m. to 4:30 p.m., Monday - Friday, and Saturday between 9 a.m. and 1 p.m.

## Filing Weekly UI Certifications

[www.vec.virginia.gov](http://www.vec.virginia.gov) or by telephone at 1 (800) 897-5630

The Voice Response System (VRS) is for benefit account information, filing the required weekly certification, and to change payment type. Some transactions require a PIN.

## Filing for Pandemic Unemployment Assistance

[www.vec.virginia.gov](http://www.vec.virginia.gov) or by telephone at 1 (866) 832-2363

Prior to filing for Pandemic Unemployment Assistance, claimants must first file for regular state benefits.