

# Using Mass Layoff Procedures

Ohio Revised Code, Section 4141.28 (c) requires employers to notify the Ohio Department of Job and Family Services (ODJFS) at least three working days prior to the first day of a mass layoff. To be considered a “mass layoff” employers must have a separation of 50 or more employees within a seven-day period.

This allows ODJFS staff to obtain advance information from employers regarding the “lack of work nature” of the separation. When payments such as severance pay, vacation pay, or holiday pay are involved, employers submit a list of workers that will be laid off to expedite processing.

## How to Report a Mass Layoff

To report a mass layoff, an employer should call Unemployment Compensation Technical Services at **1-866-733-0025**. During the call, an ODJFS staff member will ask for specific information (including the employer’s unemployment account and/or federal identification number).

## After Reporting a Mass Layoff

After an employer registers a mass layoff with ODJFS, an information sheet will be faxed or e-mailed to the employer for distribution to affected workers.

This instruction sheet provides information to employees including:

- ▶ A custom MASS LAYOFF NUMBER (required for quick and accurate processing);
- ▶ Information about registering online (<http://unemployment.ohio.gov>) or by phone (1-877-644-6562) within the first week of separation; and
- ▶ Information about filing with the above **website** or toll-free **Interactive Voice Response** system to claim their weeks of unemployment.

***For more information, contact ODJFS, Unemployment Compensation Technical Services at 1-866-733-0025.***