

STATE OF TENNESSEE  
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT  
DIVISION OF EMPLOYMENT SECURITY



## SEPARATION NOTICE

1. Employee's Name: \_\_\_\_\_ 2. SSN \_\_\_\_\_  
First Middle Initial Last

3. Last Employed: From: \_\_\_\_\_ to \_\_\_\_\_ Occupation: \_\_\_\_\_  
(mm/dd/yyyy) (mm/dd/yyyy)

4. Where was work performed? \_\_\_\_\_

5. Reason for Separation:  Lack of Work  Discharge  Quit

If lack of work, indicate if layoff is  Permanent  Temporary - Recall Date \_\_\_\_\_  
(mm/dd/yyyy)

If temporary, report any vacation pay that will be paid. Week Ending Date \_\_\_\_\_ Amount \$ \_\_\_\_\_  
(mm/dd/yyyy)

If layoff is indefinite vacation pay should not be reported.

6. Employee received:  Wages in Lieu of Notice  Severance Pay

In the amount of \$ \_\_\_\_\_ for period from \_\_\_\_\_ to \_\_\_\_\_  
(mm/dd/yyyy) (mm/dd/yyyy)

If other than lack of work, explain the circumstances of this separation:

Employer's Name:

Address where additional information may be obtained:

Employer's Telephone Number:

Employer's Email Address:

**Employer's Account Number:**

*Number shown on State Quarterly Wage Report (LB-0851) and Premium Report (LB-0456)*

I certify that the above worker has been separated from work and the information furnished hereon is true and correct.  
**This report has been handed to or mailed to the worker.**

Signature of Official or Representative of the Employer  
 who has first-hand knowledge of the separation

Title of Person Signing

Date Completed and Released to Employee

\_\_\_\_\_ (mm/dd/yyyy)

### NOTICE TO EMPLOYER

Within 24 hours of the time of separation, you are required by Rule 0800-09-01-.02 of the Tennessee Employment Security Law to provide the employee with this document, properly executed, giving the reasons for separation. If you subsequently receive a time sensitive request for separation information for the same information please give complete information in your response.

### NOTICE TO EMPLOYEE

**YOU MAY BE INSTRUCTED TO MAIL OR FAX THE SEPARATION NOTICE TO TENNESSEE CLAIMS OPERATIONS IF YOU FILE A CLAIM FOR UNEMPLOYMENT INSURANCE BENEFITS.**



# INSTRUCTIONS

## SEPARATION NOTICES

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Rule 0800-09-01-.02 of the Rules and Regulations of the Tennessee Employment Security Law, requires all employers to furnish each separated employee with a Separation Notice, LB-0489, within 24 hours of the employee's separation from employment.

Separation Notices do not have to be given to any employee who has been in your employ for less than a week or who will be recalled within seven days.

Separation Notices reduce the administrative costs of processing an unemployment insurance claim and helps make a more accurate determination of the claimant's eligibility for benefits.

Please complete the Separation Notice in its entirety.

### ***Item 5***

Check the appropriate block as to the reason the worker is separated. If the separation was for any reason other than lack of work, give a clear explanation for the separation in the box provided. Please indicate whether the separation is permanent or temporary, and, if temporary, when you expect to recall the worker.

### ***Item 6***

#### **Wages in lieu of notice and severance pay affect UI**

The Unemployment Insurance Accountability Act of 2012 denies unemployment insurance benefits to any claimant who is receiving or has received wages in lieu of notice equivalent to the wages he could have earned in that week had he been permitted to work during the period of notice. Wages in lieu of notice are wages paid under circumstances in which the employer did not give an advance notice of separation to the employee and are paid irrespective of the length of service of the employee.

UI benefits will also be denied to any claimant for any week in which he received a severance package that includes an equivalent amount of salary the employee would have received if he were working during that week.

Both the wages in lieu of notice and the severance provisions will not apply to claimants whose separating employer filed notice of a reduction in operations, in accordance with Tennessee Employment Security law, prior to July 1, 2012.

#### **To obtain Separation Notice forms, please:**

- Make copies of the form, or
- Visit our website [tn.gov/workforce](http://tn.gov/workforce)