

## **Notice regarding Vacation Payments made during a Layoff**

It has been brought to our attention that many employees have requested a Vacation Payment to be paid on July 23rd. Unemployment and SUB are not paid for weeks when employees receive vacation payments.

If an employee requested a vacation payment for July 23rd (Pay Week 29), and is on Layoff from July 12th through July 18th, their SUB benefit will be denied because they are receiving vacation pay for that week.

To avoid being denied Unemployment and SUB during Layoff the employee **must** go to Employee Central and change the payment date of their requested vacation payment by 6:00AM Monday, July 19th. The payment can be cancelled or the payment date can be changed to a date in the future, not during a layoff to avoid potential Unemployment and SUB denial.