



EMPLOYMENT TERMINATION NOTICES

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QUESTION

Does the law require an employer to provide an employment termination notice to an employee separating from employment?

TERMINATION NOTICES

[Conn. Agencies Reg., § 31-222-9](#) requires all employers to provide employees with a signed and completed unemployment notice (form UC-61) and employee information packet "immediately" upon layoff or separation from employment. The [notice and packet](#) must be provided regardless of (1) the reason why the employee is separating from employment or (2) whether the employer is subject to the state's unemployment law. Instructions on the notice direct the employer to mail a copy of it and the information packet to the employee's last known address if it is not possible to give them to the employee at the time of separation. Among other things, the notice requires the employer to provide the (1) employer's registration number; (2) employee's employment dates and earnings; and (3) reason for unemployment, which can be either "lack of work," "voluntary leaving," "discharge/suspension," "leave of absence," or "other."

The state's Personnel Files Act ([CGS § 31-128a](#) et seq.), as amended by [PA 13-176](#), also requires an employer to immediately provide an employee with a copy of any documented notice of the employee's termination of employment. The act requires an employer to include a statement in the document explaining that the employee can submit a written statement disagreeing with anything in the termination notice. The employer must keep the employee's statement in the employee's personnel file and include it whenever the file is transmitted or disclosed to a third party. The act allows the Labor Department to issue civil penalties of up to \$500 for first-time violations and up to \$1,000 for subsequent violations.

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