

General Referral Tips for Apprentices, CWs, CEs

If you are laid off

- **Your employer is required to give you your final check** and a termination slip at the time you are laid off. Also known as a pink slip. (See *Inside Agreement sections 3.09, 3.12, 3.13*. See *VDV Agreement section 3.04*. See *Residential Agreement section 3.13*.)

- **Come to the Local 159 office right away**

Bring your termination slip. The referral agent or an office staff member will help you get on the out-of-work book.

- **Keep going to class**

If you are attending day school, night school, etc., stay current with your school work and obligations, including tuition and/or course fees.

Wages: Your most recent employer must pay your wages for attending day school for one month.

Filing for Unemployment

- **Apply right away**

Don't wait to start the process. After you apply for Unemployment, there is a one week waiting period before you start to receive benefits.

The Wisconsin Department of Workforce Development (DWD) oversees Unemployment benefits. You can apply and file weekly claims online at <https://dwd.wisconsin.gov/uiben/>.

When you apply for Unemployment, you will be asked a series of questions, including, "Are you a student?"

You will also be asked to provide your work history for the past 18 months. This information is used to calculate your unemployment benefit payments.

- **You are not a student**

You will be asked if you are a student. You are **NOT** a student. Even if you are attending work-related classes. If you are an apprentice, trainee, CW/CWR/CE, and you attend day school, or any related classes (PRI, URI, etc.), for Unemployment purposes,

you are NOT a student.

- **File weekly claims**

When you apply, you will complete the initial claim application. After that, you must file a weekly claim certification for each week you want to claim an Unemployment benefit payment. You will answer the same questions each week. Pay attention, and answer the questions accurately. If you are not available for work (ie. if you are on vacation), you are not eligible for Unemployment benefits for that week(s).

As a union member, Unemployment works in a slightly different way than for the general public. If you are a union member in good standing, and you have signed the out-of-work book, you will NOT be required to do a weekly work search while you are unemployed.

If you have questions or need help

- Call the Local 159 office, 608.255.2989.

Frequently asked questions

- What is “RIF”? Reduction in force, also known as “lack of work.” This is the most common reason for layoff.

- If I am discharged “for cause,” or if I quit, am I eligible for Unemployment?
Always apply for Unemployment, no matter what. You may or may not be eligible.

- When will I go back to work?
The Local 159 referral agent will call you. Coordinate with the office re how to you’re your referral slip before returning to work.

- How do I find out where I am on the Apprentice/CW/CE out of work book?
Call the Local 159 referral agent.

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