

Resources Following Notice of Layoff

- You probably have questions about how layoff affects you and your benefits, now and in the future. In particular, you may want to know:
 - If I am laid off, how will accumulated sick, annual, compensatory and floating holiday time be paid?
 - What happens to my benefit coverage if I am laid off?
 - If I am laid off, am I eligible for unemployment benefits?
 - What should I do about the money in the NH Retirement System?
 - What will happen to any contributions I have made to deferred compensation?
 - What happens to my Flexible Spending Account?
 - What happens to my Health Reimbursement Arrangement?
 - What about my life insurance or other insurance paid through payroll deductions?
- Answers to these and other frequently asked questions about the layoff process and how it affects you as a State employees can be found at the Division of Personnel web page online at www.admin.state.nh.us/hr/documents/LayoffFAQs.pdf Also, detailed benefits information and program contact information is available online at www.admin.state.nh.us/hr/benefits.html
- If you will be applying for unemployment benefits, whether you apply in person or online, you will need detailed information covering dates of employment and amounts of compensation, as well as employer contact information. If you do not have your current payroll and personnel information, be sure to obtain it from your agency payroll officer or HR office. Get copies of documents from your personnel file that you may need later in order to update your résumé or to complete a job application for another employer. Copies of your employment application(s) and job description(s) can be very helpful.
- There is a wealth of information about supportive services available at the Department of Employment Security's web page, including how to access a variety of statewide and community programs and services. Visit online at www.nh.gov/nhes/links/supportive_services_links.htm
- Be sure your agency has your correct mailing address (including email if you have it) and phone number. If that information changes, be sure to provide it to your agency's human resources/payroll staff.
- Information you will want to keep for future employment contacts:

Your job title: _____
Name of your agency and division: _____
Agency address: _____
Agency phone: _____ Agency email address: _____
Your supervisor: _____
Your supervisor's phone: _____
Human Resources/Payroll Contact: _____
Human Resources/Payroll Phone: _____

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