



# Notice to All Employees

## Unemployment Insurance Benefits

### If you become totally or partially unemployed:

1. File your claim for benefits with the RI Department of Labor and Training (DLT) within seven days of your layoff date.
2. You may file your claim online at [www.dlt.ri.gov/ui](http://www.dlt.ri.gov/ui) or by telephone at (401) 243-9100 from 8:00 a.m. to 5:00 p.m. on Mondays, Tuesdays and Thursdays; 8:00 a.m. to noon on Wednesdays; and 9:00 a.m. to 3:00 p.m. on Fridays.
3. Monday is a high-volume telephone day; you may prefer to file your claim later in the week. You will need your Social Security number and name, address and telephone numbers of your employers for the last two years. If you are not a U.S. citizen, your alien registration number is required.
4. To collect unemployment benefits, the law requires that:
  - a. You must be unemployed through no fault of your own,
  - b. You must have earned minimum qualifying wages while you were working,
  - c. You must be physically able to work, available for work and actively seeking work, and
  - d. You must register for work with the Department of Labor and Training.

For additional information, visit [www.dlt.ri.gov/ui](http://www.dlt.ri.gov/ui) or call (401) 243-9100.

## Employment and Training Services

**Looking for a job?** The Department of Labor and Training offers free employment and training-related services including:

1. Job referral and placement services.
2. Resource rooms with a wide range of employment and training resources.
3. Career counseling and testing to help assess aptitudes and interests.
4. Internet access for employment and training information.
5. Job search workshops to help you develop interviewing skills.
6. Résumé and cover letter writing seminars.

Visit [www.networkri.org](http://www.networkri.org) for a location near you. You may also access many services online at [www.employri.org](http://www.employri.org).

## Temporary Disability Insurance Benefits

### Who is eligible for TDI benefits?

If you have become ill or injured and you meet all of the following requirements, you may be entitled to receive benefits:

1. You were unemployed because of illness or injury for seven consecutive days or more, and
2. You were under the care of a licensed doctor, and
3. Your illness or injury occurred within the last 52 weeks, and
4. You earned enough in qualifying wages to be eligible.

### How to Apply

Apply for benefits by completing a TDI application. The application form may be obtained from one of the following sources:

1. Visit [www.dlt.ri.gov/tdi](http://www.dlt.ri.gov/tdi) to file online.
2. Visit the web site to download a TDI application.
3. Call (401) 462-8420, Option #1 to request that an application be mailed to you.
4. Contact your local netWORKri Career Center. Visit [www.networkri.org](http://www.networkri.org) for a location near you.

For additional information, visit [www.dlt.ri.gov/tdi](http://www.dlt.ri.gov/tdi) or call (401) 462-8420.

NOTE: You may be entitled to a **refund** for a portion of your contributions if, during the calendar year, more than one employer deducted TDI contributions from your pay. For more information about a refund, call (401) 574-8700 or write to the RI Division of Taxation, Employer Tax, One Capitol Hill, Suite 36, Providence RI 02908-5829.

*You are protected under provisions of the Rhode Island Employment Security Act and the Temporary Disability Insurance Act.*

**TDD (401) 462-8006**  
**Equal Opportunity Employer/Program**  
**Auxiliary aids and services are available**  
**upon request to individuals with disabilities.**

## **Rule 5**

### **Posting of Notices**

(Adopted under Section 28-44-38 of the Employment Security Act and Section 28-41-15 of the Temporary Disability Insurance Act)

Every employing unit in the State of Rhode Island shall post and maintain printed notices of such form and design and in such numbers containing such information as the Director, Department of Labor and Training, may determine to be necessary to administer the Employment Security Act and Temporary Disability Insurance Act.

Such notices shall be posted in conspicuous places where the workers' services are performed.