

Procedures for employees who have filed for unemployment benefits and are now eligible under a qualifying event to collect paid State of Emergency Leave.

Following is the advised procedure for LEAs .

- Employees are not eligible to collect both unemployment benefits and paid State of Emergency Leave benefits.
- Employees qualifying for State Emergency Leave benefits should be disqualified from receiving unemployment benefits.
- Employees currently receiving unemployment benefits must complete a Weekly Certification for each week of benefits, or the employee will not receive unemployment benefits.
- Employees qualifying under the State of Emergency Leave should be instructed to immediately log onto the DES website under “My Account” and navigate to Weekly Certification. The Weekly Certification is a list of yes/no questions. At the end of the certification there are two choices. Employee should check “I Do Not Wish to Certify.”
- Choosing “I Do Not Wish to Certify” should stop the weekly unemployment benefits payed directly to employee.
- It is suggested that LEAs notify employees of this option as soon as possible.
- Remind employees if they receive both unemployment benefits and paid State of Emergency Leave benefits, they will be obligated to return the unemployment benefits back to the Department of Employment Security.
- Website is www.des.nc.gov
- Contact Eileen.townsend@dpi.nc.gov if there are additional questions. 919-807-3522 (work) or 919-810-8099 (cell).