



## Discharge – Away from Workstation

Please answer all questions below. Any questions left unanswered will not be considered when determining your eligibility for Unemployment Insurance.

Claimant Name: \_\_\_\_\_ Last 4 Digits of Claimant's Social Security #: \_\_\_\_\_

Employer Representative Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Employer Representative Title: \_\_\_\_\_ Date completed Questionnaire: \_\_\_\_\_

Are you authorized to provide a statement on behalf of the company?  YES  NO

### Employer Statement

1. What was the claimant's last physical date of work (mm/dd/yyyy)? \_\_\_\_\_

2. What date was the claimant fired/discharged (mm/dd/yyyy)? \_\_\_\_\_

3. Who discharged the claimant? Name: \_\_\_\_\_

Title: \_\_\_\_\_

4. Why was the claimant discharged?

5. What date was the claimant away from his/her workstation (mm/dd/yyyy)? \_\_\_\_\_

a. If there is a gap in time between the date you became aware of the issue and the date of the discharge, please explain why you waited to discharge the claimant.

6. Did the claimant have permission to leave the workstation?  YES  NO

7. What reason did the claimant give for being away from the workstation?

8. How did you become aware that the claimant was away from the workstation?

9. Where was the claimant when he/she was away from the workstation? \_\_\_\_\_

10. Is there a company policy about remaining at your workstation?  YES  NO

a. If yes, was the claimant aware of the policy?  YES  NO

i. If yes, how was the policy told to the claimant?

Bulletin Board  Email  Handbook/Handout

Verbally  Video  Not Informed

11. Has there been any other prior incident or incidents of the claimant being away from the workstation?  YES  NO

a. If yes, please provide details and date(s):

b. If yes, was the claimant previously warned for any prior issue of being away from the workstation?  YES  NO

a. If yes, provide date of last warning (mm/dd/yyyy): \_\_\_\_\_

i. Type of warning:  Verbal  Written  Final

ii. Provide details of last warning:

iii. Name and title of person who issued the last warning:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

12. Provide details of any other warnings issued to the claimant. Include dates and name(s) of the individual(s) who issued the warning(s). If the claimant did not have any prior warnings, indicate "None".

13. Enter any additional information you feel may be necessary:

*I hereby certify that, to the best of my knowledge and belief, the information I have provided is true.*

YES  NO

Signature: \_\_\_\_\_

### English

**Important!** This document contains **important information** about your rights, responsibilities and/or benefits. It is critical that you understand the information in this document, and we will provide the information in your preferred language at no cost to you. **Call (401) 415-6772** for assistance in the translation and understanding of the information in this document.

### American Sign Language

**Important!** Please visit here for ASL version of this document: [https://www.youtube.com/channel/UCQuwufqdfDDY3cLU3nyH\\_w/videos](https://www.youtube.com/channel/UCQuwufqdfDDY3cLU3nyH_w/videos)

### Spanish / Español

**¡Importante!** Este documento contiene **información importante** sobre sus derechos, responsabilidades y/o beneficios. Es importante que usted entienda la información en este documento. Nosotros le podemos ofrecer la información en el idioma de su preferencia sin costo alguno para usted. **Llame al (401) 415-6772** para pedir asistencia en traducir y entender la información en este documento.

### Chinese - Traditional / 繁體中文

**重要須知!** 本文件包含 **重要資訊**, 事關您的權利、責任, 和/或福利。請您務必理解本文件所含資訊, 而我們也將使用您偏好的語言, 無償為您提供資訊。請致電 **(401) 415-6772** 洽詢翻譯及理解本文件資訊方面的協助。

### Vietnamese / Việt

**Lưu ý quan trọng!** Tài liệu này chứa **thông tin quan trọng** về quyền hạn, trách nhiệm và/ hoặc quyền lợi của quý vị. Việc hiểu rõ thông tin trong tài liệu này là rất quan trọng, và chúng tôi sẽ cung cấp miễn phí cho quý vị thông tin này bằng ngôn ngữ mà quý vị ưa dùng. **Hãy gọi (401) 415-6772** để được hỗ trợ về việc thông dịch và hiểu thông tin trong tài liệu này.

### Tagalog / Tagalog

**Mahalaga!** Naglalaman ang dokumentong ito ng **mahalagang impormasyon** tungkol sa iyong mga karapatan, responsibilidad at/o benepisyo. Napakahalaga na nauunawaan mo ang impormasyong nakapaloob sa dokumentong ito, at ibibigay namin nang libre ang impormasyon sa pinili mong wika. **Tumawag sa (401) 415-6772** upang humingi ng tulong sa pagsasaling-wika at pag-unawa sa impormasyong nasa dokumentong ito.

### Arabic / العربية

مهم! يحتوي هذا المستند على معلومات مهمة حول حقوقك ومسؤولياتك وأوفوائلك. من الأهمية بمكان فهم المعلومات الواردة في هذا المستند، وسنوفر المعلومات بلغتك المفضلة دون تحميلك أي تكلفة. اتصل على الرقم للحصول على مساعدة في ترجمة المعلومات الواردة في (401) 415-6772 هذا المستند وفهمها.

### French / Français

**Important !** Ce document contient **des informations importantes** sur vos droits, vos responsabilités et/ou vos allocations. Il est essentiel que vous compreniez les informations contenues dans ce document, et nous vous fournirons gratuitement ces informations dans la langue de votre choix. **Appelez le (401) 415-6772** pour obtenir de l'aide pour traduire et comprendre les informations contenues dans ce document.

### Haitian Creole / Kreyòl Ayisyen

**Enpòtan!** Dokiman sa a gen **enfòmasyon enpòtan** ladan konsènan dwa, responsablite ak/oswa avantaj ou yo. Li ap vrèman enpòtan pou ou konprann enfòmasyon yo ki nan dokiman sa a, epi n ap ba ou enfòmasyon sa yo nan lang ou prefere a gratis. **Rele (401) 415-6772** pou jwenn asistans pou tradui ak pou konprann enfòmasyon ki nan dokiman sa a.

### Portuguese / Português

**Importante!** Este documento contém **informações importantes** sobre os seus direitos, responsabilidades e/ou benefícios. É essencial que compreenda as informações constantes neste documento, as quais disponibilizaremos, gratuitamente, na língua à sua escolha. **Contacte o número (401) 415-6772** para solicitar ajuda para traduzir e compreender as informações contidas neste documento.

### Russian / русский

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### Korean / 한국어

**중요!** 본 문서는 귀하의 권리, 책임 및/또는 이익에 관한 **중요한 정보**를 포함하고 있습니다. 귀하가 본 문서에 있는 정보를 이해하는 것은 대단히 중요하며, 귀하가 원하는 언어로 정보를 제공받으실 수 있습니다. **(401) 415-6772 로 전화**하여 본 문서에 있는 정보의 번역 및 이해를 위해 도움받으시길 바랍니다.