

MASS SEPARATION NOTICE INSTRUCTIONS

Employers must provide a Mass Separation Notice (DOL-402 and DOL-402A) when 25 or more workers are separated on the same day, for the same reason, and the separation is permanent, for an indefinite period or for an expected period of at least seven days. All information requested, if applicable, must be provided. Forms should be completed for each separation reason and/or date and submitted within 24 hours of the separation. This may eliminate requests for information on an individual basis.

MASS SEPARATION NOTICE DOL-402

Please answer all questions. The printed name, title, signature, and contact information of the representative completing the form is required.

MASS SEPARATION NOTICE CONTINUATION SHEET DOL-402A

Answer each section appropriately according to the instructions for each section.

Social Security Number – Provide the last 4 digits of the social security number of each individual affected by the mass separation.

Last/First Name – Enter the full name (Last, First) of each individual affected by the mass separation.

Earnings – Indicate whether each individual has earned at least \$6,600 during the most recent period of employment prior to the separation. If not, provide the gross amount paid.

Retired – Indicate employees who retired as a result of the mass separation.

Separation Pay (Severance/Wages in Lieu) – Enter the following details for individuals who have/will receive severance, separation pay, wages in lieu of notice or any other pay as a result of the separation:

Date Paid – Enter the first date separation pay will be issued.

Amount – Enter the total gross amount of the separation pay.

Avg Gross Wkly Wage – Enter each individual's average gross weekly wage.

Lump Sum – Indicate if the separation pay will be paid in a lump sum.

Specified Period – Enter the start and end date for which the separation pay will cover.

Educational Worker (EDW) – If the answer to question 4 on the DOL- 402 is Yes, then indicate which employees provide a service to, for, with or on behalf of a school, or educational institution (this includes public and private schools, and pre-K providers).

METHODS TO SUBMIT

Forms may be faxed or mailed using the contact information below.

Georgia Department of Labor
UI Policy and Procedures Section
148 Andrew Young International Blvd, NE Suite 700
Atlanta, GA 30303
Fax: (404) 232-3199