

# Correctly Reporting Why You Are Not Working

When you apply for unemployment benefits, you need to report why you are not working. We call this your job separation reason. To avoid delays or a denial of your claim, you need to give the correct information about your employers and why you stopped working or had your hours reduced, even if it's only temporary.

## Report all employers and dates of employment

For a new claim, you need to report every employer you worked for in the last 18 months. When restarting a claim, report all employers since your last weekly claim. Report each employer including temporary and part-time jobs, paid orientations and working interviews.

Failing to correctly report an employer or why you stopped working could result in a loss of benefits, an overpayment and/or possibly a denial due to fraud. Your work history will be verified with your employers.

The last day you actually worked and the separation date are usually the same, but sometimes the dates may be different. For example, if you last worked on Friday and were laid off on Monday, the dates would be different. If you do not know the exact date, provide your best estimate.

## Examples of common job separation reasons

Separation Reason	Description	Examples
Laid Off	Your employer had no work for you.	<ul style="list-style-type: none"> <li>• Business closed</li> <li>• Temporary / seasonal job ended</li> </ul>
Fired	Your employer ended your job due to performance or behavior.	<ul style="list-style-type: none"> <li>• Late arrivals</li> <li>• Broke a rule</li> </ul>
Suspended	Your employer temporarily stopped you from working while they investigate something or to discipline you.	<ul style="list-style-type: none"> <li>• Workplace rule violation</li> <li>• You were late for work</li> </ul>
Quit	You chose to leave your job.	<ul style="list-style-type: none"> <li>• New job</li> <li>• Health issues</li> <li>• Relocation</li> </ul>
Leave of Absence	You asked for time off and your employer is holding the job for you until you return.	<ul style="list-style-type: none"> <li>• Medical leave</li> <li>• Employer-approved leave</li> </ul>

Learn more about these and other separation reasons and how to get help at [esd.wa.gov/eligibility](https://esd.wa.gov/eligibility).



**eServices**  
[secure.esd.wa.gov](https://secure.esd.wa.gov)  
 Available: 24/7



**Phone**  
 800-318-6022 toll-free  
 Mon-Fri, 8 a.m.-4 p.m.

The Employment Security Department is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. We provide free help in many languages. People who need hearing or speech help can dial 711 for the Washington Relay.