

memo to beneficiary of unemployment compensation

1. Duties and precautionary measures for unemployed persons

The person who claims unemployment benefits must, with help from the competent centre, undertake all that can reasonably be expected in order to avoid or curtail unemployment. The onus is on the beneficiary to seek employment, if need be, outside the domain of his/her previous occupation, to accept any suitable job, to comply with any procedures determined by the labour market, and to follow the instructions of the ORP (Regional Employment Office). The beneficiary must be able to provide proof of having carried out these requirements.

The beneficiary must also be reachable within a 24 hour delay.

2. Responsibility and cooperation

You are personally responsible for seeking employment, for proving your aptitude for a given job, and for fulfilling your obligations towards the unemployment benefits scheme in line with LACI¹ regulations. Sound cooperation with your ORP counsellor will stand you in better stead for reintegration in the labour market.

3. Searching for employment

As soon as you are advised that you will lose your employment, you should begin your job searches even before registering for unemployment benefits. During the period of unemployment, continue to apply for jobs and look for work all during the month. Both the intensity and the objectives of your search are by agreement with your ORP counsellor. Proof of your search for employment must be submitted to the ORP at the end of each month.

4. Interviews at the ORP

Interviews at the ORP are compulsory and can only be changed or cancelled in case of absolute necessity. Should any impediment arise, notify your counsellor at least 24 hours in advance.

5. Assignment

As soon as you receive an offer for employment, you must present yourself to the employer or furnish your application within the required time-limit and in conformity with ORP instructions. Following this, inform your ORP counsellor immediately of the results of your actions. Send the candidature result form to the ORP, duly filled out and signed.

6. Obligation to inform

Inform your ORP counsellor, immediately and without delay, of any changes in your situation, in particular:

a) Work, intermediary earnings

As soon as you have obtained employment, on a part-time, full-time, or temporary basis, regardless of its duration, inform your ORP counsellor immediately. Notify him/her of any further changes to your professional situation (work rate, cessation of work, temporary stoppage, etc.).

b) Illness, accident

In the case of illness or accident, notify your counsellor immediately, and provide him/her with a medical certificate. An insured person (on unemployment benefits) who is the victim of an accident, must inform their unemployment financing center **within two working days** and fill out the relevant form.

Inform your counsellor immediately of your inability to work.

c) Holidays (days without verification)

You are entitled to 5 consecutive days without verification for every 60 days of unemployment. You must inform your counsellor at least 15 days in advance. Holiday plans must not prevent you from accepting employment. In such a situation, they will have to be postponed.

d) Other

Notice of any unavailability (military service, civil protection, death of a near relative, etc.) and any change in your personal situation (address, telephone number, civil status, etc.) must be passed on, without delay, to your ORP counsellor.

7. Indications concerning the unemployed person

The form "Information about the insured person" (IPA/AVP) will be given to you the first time when you are registering for unemployment. It will arrive after this by mail starting on the following month. You will fill it in truthfully, without forgetting to mention any unavailability. Forward it then to the unemployment office, in order to assert your right to benefits of the unemployment insurance.

8. Signing off

If you exercise an activity and no longer receive compensation indemnities from your unemployment compensation fund, please consult your ORP counsellor as to whether or not you should cancel your registration.

As long as you remain registered, you must observe the above-mentioned requirements, particularly those pertaining to **the search for employment, the "Information on the insured" form, and interviews at the ORP.**

N.B. Please note that failure to comply with any of these requirements can result in cancellation or reduction of your unemployment benefits.

¹ Law regulating unemployment benefits and insolvency.

