

# VACATION SHUTDOWN NOTICE

PLEASE HELP YOUR EMPLOYEES BY VOLUNTARILY POSTING THIS IN A CONSPICUOUS PLACE



## IS YOUR COMPANY HAVING A VACATION SHUTDOWN?

After your last day of work open a claim on the Internet at [www.nhes.nh.gov](http://www.nhes.nh.gov)

**If you do not have Internet access, please go immediately to your nearest NH Employment Security office**

- File as directed on the Internet application.
- Vacation and holiday pay count as wages in reference to Unemployment Compensation, but if you are unsure about eligibility because of vacation or holiday pay, please open a claim and file.

**Failure to apply immediately may result in a loss in your entitlement to some benefits!  
What should you have available before you file?**

- Your social security number
- Know where you worked in the past 18 months, including names of companies, addresses and approximate dates you worked there.
- Have your check stubs, W2s, and 1099 forms available for easy reference

**You have to open a claim and then file a claim each week as directed to know if you are eligible!  
Eligibility for Unemployment Compensation is determined on an individual basis and based on the law.**

Visit the NH Employment Security Resource Center in an Employment Security office near you for free resources, tools, and information, or visit our website at: [www.nhes.nh.gov](http://www.nhes.nh.gov)

### NH EMPLOYMENT SECURITY OFFICES

Berlin	Conway	Littleton	Portsmouth
Claremont	Keene	Manchester	Salem
Concord	Laconia	Nashua	Somersworth



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TDD Access: Relay NH 1-800-735-2964

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