

Providing Information to Employees at Termination

Written Notification

In accordance with the New York State Prompt Notice Law, operating locations must notify in writing those employees who are terminating from Research Foundation (RF) employment within five working days of the employee's termination date.

Unemployment Insurance Information

The New York State, Department of Labor (DOL), Unemployment Insurance Division, "Record of Employment" (IA 12.3) must be included with the written notification of termination. [IA 12.3](#) provides the exact date of termination and information on how the terminated person may apply for unemployment insurance.

Benefits Termination Letter

Regular Employees

Research Foundation Regular Employee Health Plan, [Benefits Termination Letter](#), which provides the last date of benefits eligibility or the exact date of cancellation of health insurance.

Graduate Student Employees

Research Foundation Graduate Student Employee Health Plan, [Benefits Termination Letter](#), which provides the last date of benefits eligibility.

Fellows

Research Foundation Graduate Student Employee Health Plan, [Benefits Termination Letter](#), which provides the last date of benefits eligibility.

COBRA Materials

Refer to COBRA (Consolidated Omnibus Budget Reconciliation Act) Forms for COBRA election notices and rates, under Continuation of Coverage for [regular employees](#), and under Health Care Continuation for [graduate students and fellows](#).

Posting Requirements

Notification that the RF is registered with the DOL, Unemployment Insurance Division, is required to be posted. Form IA 133, "Notice to Employees," is used for this purpose. See [Posting Notices](#) for more information.

How to Order Forms and Booklets

The DOL, Unemployment Insurance Division, "Notice to Employees" Form IA 133 and other forms or booklets relating to unemployment insurance may be ordered as follows:

- writing to:
Department of Taxation and Finance and Department of Labor
W.A. Harriman Campus
Building 12
Unemployment Insurance
Registration Section
Albany, New York 12240-0339
- calling the DOL's Registration Subsection at (518) 485-8589, or
- faxing a written request to (518) 485-8010.

"Record of Employment" [IA 12.3](#) is also available from the Forms resource area of the Employees: Benefits business area.

Change History

- **April 11, 2011** - Updated links to COBRA materials
- **April 19, 2006** - Updated terminology and mailing address for ordering forms and booklets.
- **April 11, 2005** - Updated links for new GSEHP COBRA form and termination notices.
- **March 23, 2005** - Updated links.

Feedback

Was this document clear and easy to follow? Please send your feedback to webfeedback@rfsuny.org.

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