

UNEMPLOYMENT – SUB FILING – HOLIDAY PAY CLARIFICATIONS:

I have received a great many phone calls to my office and many many e-mails also asking for help and clarification on how to file for Unemployment & SUB Pay for the holiday weeks. The attached info should help you correctly file for both items.

There are 3 factors which determine which process you use to file for SUB and Unemployment.

1. Which week were you laid off or put on SWW from Spring Hill Mfg?
2. Do you have a return to work date at either the Fairfax Ks Plant (1-4-2010) or Lansing Delta Township Plant (1-11-2010)?
3. Do you have a return to work date at Spring Hill Mfg before 1/22/2010?

I know that there is a lot of confusion concerning this process and the PINK sheet with instructions that Management put out has some in-accuracies in it. I have put together these instructions in an attempt to help you get your correct pay.

Please note which LAYOFF Scenario you fall under before you file, so you can properly file for your payments.

This information is for how to file for the weeks ending 12/27/09 & 1/3/2010.

If you were:

➤ **LAID OFF Between 11/3/09 to 11/22/09:**

- You will be eligible for 50% of your Holiday Pay. Holiday pay totals 56 hrs, so you are eligible for 28 hrs.
 - You will receive 16 hrs Holiday pay for 12/24 & 12/25/09
 - You will receive an additional 12 hrs Holiday pay for the week of 12/27 – 1/1/2010.
- You will file on line for your Unemployment on Monday 12/27/09 & 1/4/2010 as normally done.
 - If you do not have a return to work date at GM before 1/22/2010 YOU DO NOT NEED TO CLAIM YOUR HOLIDAY PAY for either week of Unemployment.
 - If you have a return to work date at GM (Fairfax Plant 1/4/2010 start date or LDT Plant 1/11/2010 start date) you WILL HAVE TO CLAIM your holiday pay for both weeks of Unemployment filings.
- You will file for SUB Pay also.
 - You will need to go to www.layoffbenefits.com, and print a hard copy of the “MULTI-WEEK” Filing form. Fill out the form for each of the 2 weeks.

- You will need to claim your Holiday Pay on the SUB form. You will need to attach a copy of your Unemployment Check Stub also for that week and mail it to the address provided on the website.
 - You will need to file a hard copy SUB form for each of these 2 weeks.
- You will go back to the normal claim process for the week ending 1/10/2010 and beyond.

➤ **LAID OFF Between 11/24/09 to 12/13/09:**

- You will be eligible for 100% of your Holiday Pay. Holiday pay totals 56 hrs.
- You will file on line for your Unemployment on Monday 12/27/09 & 1/4/2010 as normally done.
 - If you do not have a return to work date at GM before 1/22/2010 YOU DO NOT NEED TO CLAIM YOUR HOLIDAY PAY for either week of Unemployment.
 - If you have a return to work date at GM (Fairfax Plant 1/4/2010 start date or LDT Plant 1/11/2010 start date) you WILL HAVE TO CLAIM your holiday pay for both weeks of Unemployment filings.
- You will file for SUB Pay also.
 - You will need to go to www.layoffbenefits.com, and print a hard copy of the “MULTI-WEEK” Filing form. Fill out the form for each of the 2 weeks.
 - You will need to claim your Holiday Pay on the SUB form. You will need to attach a copy of your Unemployment Check Stub also for that week and mail it to the address provided on the website.
 - You will need to file a hard copy SUB form for each of these 2 weeks.
- You will go back to the normal claim process for the week ending 1/10/2010 and beyond.

➤ **PUT ON SHORT WORK WEEK Between 12/14/09 – 12/23/09:**

- **Some team members were sent home during the week of 12/14 – 12/20/09.**
 - You will receive SWW benefits for the weeks ending 12/20/09 and receive SWW benefits for 12/21 -12/23/09.
 - You will receive full Holiday Pay for 12/24 & 12/25/09. (16 Hrs)
 - You will receive full Holiday Pay for 12/27 – 1/1/2010 (40 Hrs)
 - If you were sent home during the week of 12/14 – 12/20/09 you WILL NOT FILE for Unemployment or SUB Pay for weeks ending 12/27/09 or 1/3/2010.
 - Your first week to file for both Unemployment & SUB Pay will be for week ending 1/10/2010 (Layoff starts on 1/4/2010), which you would do on 1/11/2010 and continue to file for subsequent weeks.

- **Some team members were sent home during the week of 12/21 – 12/23/09.**
 - You will receive SWW benefits for 12/21 -12/23/09.
 - You will receive full Holiday Pay for 12/24 & 12/25/09. (16 Hrs)
 - You will receive full Holiday Pay for 12/27 – 1/1/2010 (40 Hrs)
 - If you were sent home during the week of 12/21 – 12/23/09 you WILL NOT FILE for Unemployment or SUB Pay for weeks ending 12/27/09 or 1/3/2010.
 - Your first week to file for both Unemployment & SUB Pay will be for week ending 1/10/2010 (Layoff starts on 1/4/2010), which you would do on 1/11/2010 and continue to file for subsequent weeks.

- **Team Members being recalled to the GM Spring Hill Plant before January 22 2010:**
 - For those of you who are being called back to work due to the additional help needed to run the plant, or for those of you working in the Components Area's(VIS, Paint, Polymers) scheduled to come back, you WILL NEED TO CLAIM your holiday pay on your Unemployment filings for the weeks ending 12/27/09 & 1/3/09.

Any Team Member who has problems filing for Sub or Unemployment can come to Northfield room number 1231 to get assistance starting Monday, January 4th. I will have the benefits reps there between the hours of 8am and 4pm to assist our members that are having difficulties in filing. Rest assured that we will help you get the correct pay in accordance with our agreement!

In Solidarity,
Mike Herron
Shop Chairman UAW Local 1853
www.1853chairman.com