



Important Eligibility Provisions and Claims Procedure

This document provides IMPORTANT INFORMATION to assist you in filing for Supplemental Unemployment Benefits (SUB). PLEASE READ CAREFULLY. For full detail, please see your Supplemental Unemployment Benefit Summary Plan Description (“Plan Document”). In the event there are any differences between this summary and the Plan Document, the Plan Document will govern. If you have any questions, please feel free to contact the EIT Benefit Funds Office at (312) 782-5442.

1. You must be registered and available for work (“Available for Work”), meet the contributed hours requirements (1,040 contributed hours in the 12-Month Review Period or 4-Quarter Review Period), and be receiving State Unemployment Compensation, as described in Plan Document.
2. You must complete an online **SUB Application** EVERY TIME your Covered Employment is terminated involuntarily by an Employer due to “lack of work” or “reduction in workforce.” The SUB application includes layoff information, mandatory direct deposit account information and tax withholding information. The **SUB Application** can be found on the EIT website (www.fundoffice.org) or in your online EIT Participant Account.
3. You must submit an application within fourteen (14) calendar days of the layoff date in order for benefits to be retroactive to your Layoff Date. If your application is received by the EIT Fund Office after the fourteenth (14th) calendar day, your benefits will not begin until the date the completed application is received. A failure to submit a completed application within fourteen (14) days from your Layoff Date will result in a forfeiture of benefits prior to the date the completed application is received by the Fund Office. No benefits will be paid retroactively.

For Example: Joe is laid off on July 1. If Joe files his application prior to July 14, his benefits may begin as early as July 1 (unless a state waiting period is applied, then it would be paid the 8th day). However, if Joe files his application on July 18, his benefits will begin on July 18 and he will forfeit all benefits payable prior to the date the application is received, July 18.

4. No benefits are paid if unemployment is the result of a strike, work stoppage, quit or discharge due to misconduct.
5. You may be eligible for SUB for weeks you receive State Unemployment Compensation Benefits or have exhausted State Unemployment Compensation, provided you are: (1) registered with the Referral Hall, (2) Available for Work and (3) compliant with Referral Hall procedures.
6. You must complete the online **SUB Self-Certification** form as proof of continued State Unemployment Compensation within 14 days of the date unemployment issues your payment for each week you wish to receive a payment. Benefits will not be paid on State Unemployment Compensation payments if the online SUB Self-Certification form is completed after the 14-day deadline. No exceptions will be made to this rule. The **SUB Self-Certification** form can be found on the EIT website (www.fundoffice.org) or in your online EIT Participant Account.

Your SUB Self-Certification form must be completed online by no later than 4:30 p.m. on Monday in order for your SUB payment to be issued on Friday. If your online SUB Self-Certification is not received by 4:30 p.m. on Monday, you will not be paid until the following Friday. All payments are currently issued on Fridays, except when Friday is a holiday.

**Important Eligibility Provisions and Claims
Procedure continued on next page.**





Important Eligibility Provisions and Claims Procedure

7. If your State Unemployment Compensation Benefits have been exhausted, you must provide the EIT Fund Office with a copy of the notice of benefit exhaustion from the state to continue SUB payments. The EIT Fund Office will send you a one-time Affidavit for you to complete and return in order to receive benefits. Please read the Affidavit carefully for your responsibilities.
8. You must notify the EIT Fund Office when you accept employment in Local 134 or any other jurisdiction. If you accept employment for one or two days in any given week, you will be entitled to a reduced SUB payment. Your payment is reduced proportionately by thirds.

***For Example:** Employment for one day reduces your payment by one-third; two days of employment reduces the benefit by two-thirds. No payment will be made when 3 or more days are worked. If you do not wish to be paid for a week you worked one or two days, it is your responsibility to inform the EIT Fund Office. Your eligibility for SUB payments will be suspended if you are not Available for Work. In most cases, your benefits will be reinstated from the date you become Available for Work again. However, if you do not accept Covered Employment and your Referral Hall registration number is changed as a result, your eligibility will be reinstated when you work a total of 20 days within a five-consecutive-week period.*

9. If your claim has been inactive for 365 or more days from the date you last received Supplemental Unemployment Benefits, your inactive claim will be closed and will not be re-opened under any circumstances, regardless of whether you worked 1,040 Contributed Hours. You will be required to re-satisfy the eligibility requirements to be eligible to begin a new claim and your benefits will be subject to a new seven day waiting period.
10. If you return to Covered Employment and work more than 1,040 hours, a new claim will be opened (even if you have weeks left on your old claim). Your benefits will only be subject to the seven day waiting period if the state has applied a waiting period. You will be eligible for 52 weeks of benefits after your layoff, provided that you meet all the Plan's eligibility requirements.
11. If any person knowingly misrepresents or falsifies any information or matter in connection with a claim filed for SUB benefits, the Trustees have the right to deny all or part of the SUB Plan benefits which might otherwise be due in connection with their claim and to recover any benefits erroneously paid as a result of any misrepresentation of false information. The Trustees reserve the right (in their sole discretion) to terminate benefits from the Supplemental Unemployment Benefit Plan at any time.