



To: Louisiana State Employees

From: Susana Schowen, Secretary

Subject: Unemployment Insurance Notice for Furlough Status Employees

Date: October 29, 2025

Unemployment Insurance Notice for Furlough Status Employees

As a furlough status employee, you are eligible to file a claim for unemployment benefits in the first week that employment stops or that work hours are reduced, based on the definition of unemployment, as defined by R.S. 23:1472 (19) (a) “Unemployment.”

If you later receive retroactive pay (for example, your wages or leave are paid back to you for the furlough period), you must report that income. You may be required to repay your unemployment benefits, including any leave pay that was later issued.

Frequently Asked Questions

1. What is unemployment insurance?

Unemployment insurance (UI) is a program designed to provide temporary financial assistance to workers who are unemployed through no fault of their own and who meet the requirements of the Louisiana Employment Security Law. UI benefits are paid as a matter of past employment and legal entitlement, and not on the basis of need.

2. How do I qualify for unemployment insurance benefits?

The law sets qualifying requirements in three main areas: your past wages, your job separation or status, and ongoing availability and work search requirements.

3. Will I be subject to work search requirements?

No. State employees on furlough do not have to complete work search activities.

4. How are past wages determined?

You must have earned enough wages in your base period. The base period is the first four of the last five completed calendar quarters before you filed your claim.



5. How do I file for Unemployment Benefits?

The fastest way is to file online at www.louisianaworks.net/HIRE

If you can't apply online, call the UI Call Center at 1-866-783-5567.

If you have questions about the status of your UI claim, you can call the UI Call Center at 1-866-783-5567 or visit www.louisianaworks.net/hire.

6. Will retroactive payment affect benefits?

If you receive pay for the same weeks you got unemployment, you'll have to repay the benefits for those weeks.