

1100 Provisions of the Act and the Regulations

1100.01 The Act

a. Section 1(h) of the Act provides, in part, that:

"The term 'registration period' means, with respect to any employee, the period which begins with the first day for which such employee registers at an employment office in accordance with such regulations as the Board may prescribe, and ends with whichever is the earlier of (i) the thirteenth day thereafter, or (ii) the day immediately preceding the day for which he next registers at a different employment office; and thereafter each period which begins with the first day for which he next registers at an employment office after the end of his last preceding registration period which began with a day for which he registered at an employment office and ends with whichever is the earlier of (i) the thirteenth day thereafter, or (ii) the day immediately preceding the day for which he next registers at a different employment office . . ."

b. Section 1(m) of the Act provides that:

"The term 'benefit year' means the twelve-month period beginning July 1 of any year and ending June 30 of the next year, except that a registration period beginning in June and ending in July shall be deemed to be in the benefit year ending in such month of June."

c. Section 2(c) of the Act provides, in part, that:

". . . The extended benefit period shall begin on the first day of unemployment following the day on which the employee exhausted his then current rights to normal benefits for days of unemployment and shall continue for successive fourteen-day periods (each of which periods shall constitute a registration period) . . ."]

1100.02 Regulations

See sections 325.1 and 325.2.

1101 Registration

See AIM-10-I for definition of registration.

1102 First Day of a Registration Period for Normal Benefits

1102.01 General rule

The first day of a claimant's registration period for normal benefits is the first day for which he registers, and thereafter the first day for which he registers for normal benefits, occurring after the last day of his last preceding registration period. Such a day remains the first day of a registration period for normal benefits, even though the claimant withdraws his claim for the day or the day is found not to be a day of unemployment.

1102.02 Transition from one benefit year to another

a. Registration period including days in June and July

All of the days in a registration period beginning in the month of June and ending in the month of July are deemed to be in the benefit year ending in such month of June.

b. Not qualified or benefit rights exhausted

A claimant may sign on a claim form for a period beginning in June and ending in July in circumstances where, as provided in AIM-10-I, no registration is deemed to have been made for the days in June. If the claimant is qualified in the new benefit year, the first day in July for which he has registered is the first day of a registration period. For such a claimant, registration periods shall be adjusted as provided in section 1104.

1103 Last Day of a Registration Period for Normal Benefits

1103.01 Initial determination

The last day of a registration period for normal benefits with respect to any claimant shall be initially determined to be the thirteenth day after the first day of the registration period.

Example 1: Form UI-3 shows registrations at employment office A for the first to the thirteenth. The last day of the registration period is initially determined to be the fourteenth.

1103.02 Redetermination

a. Conditions

A redetermination with respect to the last day of a registration period shall be made if:

1. The claimants does not register at the employment office where he registered for the first day of the registration period for a day initially determined to be within the registration period and registers for such a day at another employment office; or
2. The claimant withdraws his claim to any day on the basis of his registration at the employment office where he registered for the first day of the registration period and registers for such day at another employment office.

b. Last day as redetermined

The last day of the registration period shall be redetermined to be the day immediately preceding the first day, included in the registration period as initially determined, for which the claimant registered at such different employment office.

Example 2: In the case cited above as Example 1, Form UI-3 is later received showing registrations at employment office B for the fourteenth to the twenty-seventh. It is redetermined that the thirteenth is the last day of the registration period begun on the first.

Example 3: Claimant began a registration period by registering for the first. Without having in the meantime registered at another employment office, he registered on another Form UI-3 at the same employment office for the fourteenth. The last day was initially determined to be the fourteenth, and no redetermination of last day shall be made regardless whether claimant did or did not register for the fourteenth on the first of these Forms UI-3. Adjustment of the second registration period shall be made as provided in section 1104, and the fourteenth may be a day of unemployment in the first registration period.

Example 4: Claimant makes normal registration at employment office A for 1 through 5, at employment office B for 6 through 10, and at employment office A for 11 through 15. On the eighteenth, the claimant makes delayed registrations at A for 6 through 10 and withdraws his claim to 6 through 10 on the basis of his registrations made at B. The registration periods, initially determined to be 1-5, 6-10, and 11-24, are redetermined to begin and end as follows: 1-14 and 15-28. Since the claims to the days 6 through 10 based on normal registration are withdrawn, these days are not considered as days of unemployment unless the registrations made on the eighteenth are acceptable as delayed registrations.

1104 Registration Periods in an Extended Benefit Period

Each of the seven or 13 successive 14-day periods in an extended benefit period constitutes a registration period. The pattern of days of unemployment and any changes in place of registration do not affect the beginning or ending dates of the registration periods.

1105 Form Letter Prescribed

The following form letter is prescribed:

ID-11h	(11-62)
ID-11v	(02-89)

1121 Provisions of the Act and the Regulations

1121.01 The Act

a. Section 1(h) of the Act provides, in part, that:

". . . The term registration period means . . . the period which begins with the first day with respect to which a statement of sickness is filed . . . or the first such day after the end of a registration period which will have begun with a day with respect to which a statement of sickness was filed . . . and ends with the thirteenth day thereafter."

b. Section 1(m) of the Act provides that:

"The term benefit year means the twelve-month period beginning July 1 of any year and ending June 30 of the next year, except that a registration period beginning in June and ending in July shall be deemed to be in the benefit year ending in such month of June."

1121.02 Regulations

See sections 335.104 and 335.105 of Board Regulations.

1122 Explanation of Terms

1122.01 Filing

is the delivery of a properly executed form to an office of the Board.

1122.02 Normal filing

is the delivery of a properly executed form to an office of the Board by mailing such form within the time specified in the instructions on the form or by sending the form so that it is received within the prescribed time.

1122.03 Conditional filing

includes the delivery of a properly executed form to an office of the Board by mailing a communication within the time specified in the instructions on the form

and sending the form so that it is received within a reasonable time, and the delivery of a properly executed form within a reasonable time in a case where an employee's claim to a day as a day of unemployment is denied on the ground that he is not able to work.

1122.04 Day of infirmity

is a day on which, according to a statement of sickness, an employee is affected by an injury, illness, sickness, or disease described in the statement of sickness. There is said to be a statement of sickness with respect to such day.

1123 Analysis of Requirements

1123.01 Registration period

A registration period begins with a day with respect to which a statement of sickness is filed. Such a registration period includes fourteen consecutive days.

1123.02 First registration period

The first day with respect to which a statement of sickness is filed in behalf of an employee begins a registration period which ends with the thirteenth day thereafter.

1123.03 Registration period after first registration period

When a registration period begun with a day with respect to which a statement of sickness is filed has ended, the first day thereafter, with respect to which the same statement of sickness or a new statement of sickness is filed, begins a new registration period.

1123.04 First day with respect to which a statement of sickness is filed

When a statement of sickness is filed with respect to any days, each such day is included in a registration period. The first day with respect to which the statement of sickness is filed will either:

- a. Begin a registration period, or
- b. Be included in a registration period begun with a day with respect to which another statement of sickness was filed. This occurs when such first day falls within a registration period containing earlier days of sickness determined on the basis of the other statement of sickness.

1123.05 Relationship to registration period for unemployment benefits

A registration period may begin with a day which is included in a registration period for unemployment benefits.

1124 Statement of Sickness

1124.01 Information relating a statement of sickness to a day

It is to be considered that there is a statement of sickness with respect to a day when a form provided by the Board for making statements of sickness or a form otherwise acceptable in accordance with the Board's regulations, together with any required supplemental doctor's statements has been properly executed and information has been furnished.

- a. Describing an infirmity affecting an employee,
- b. Indicating when the employee became affected, or when he was found to be affected, by such infirmity, and
- c. Indicating that the employee was continuously affected by the infirmity from the time when he became affected, or was found to be affected, by the infirmity described in the statement of sickness up to and including such day.

1124.02 Execution

A form provided for making statements of sickness or otherwise acceptable in accordance with the Board's regulations is to be regarded as properly executed, if:

- a. It is signed by a person who may execute statements of sickness; and
- b. There is information indicating that the employee whose infirmity is described in the statement of sickness was examined by a qualified doctor or by a person who has been designated to execute statements of sickness during the period when he was affected by such infirmity.

1125 Filing Period

1125.01 Definition

The filing period for statements of sickness is the period within which a form provided for statements of sickness may be normally or conditionally filed.

1125.02 Normal filing

The period within which an acceptable Form SI-1b is normally filed begins with

- a. The ninth day prior to the day when the Form SI-1b was received in any office of the Board, or
- b. The seventh day prior to the day when the Form SI-1b was mailed to an office of the Board, whichever is earlier.

1125.03 Conditional filing

The period within which an acceptable Form SI-1b may be conditionally filed is determined as follows:

a. Communication

A statement of sickness with respect to any day is to be considered as filed within the prescribed time when a communication relating to an employee's infirmity was mailed within the time specified for statements of sickness and was received in an office of the Board, provided that:

1. Form SI-1b, properly executed, is received within a reasonable time thereafter; and
2. Failure to mail Form SI-1b within the time specified is found to have been caused by some circumstance or condition directly affecting the employee and not attributable to any lack of diligence on his part.

b. Registration

A statement of sickness with respect to any day for which an employee registered in accordance with the regulations of the Board shall be considered as filed within the prescribed time, provided that:

1. The employee's claim to such day as a day of unemployment was denied on the ground that he was not able to work on such day; and
2. A form provided for statements of sickness was received within a reasonable time.

1126 Day With Respect to Which a Statement of Sickness is Filed

1126.01 Information as to days with respect to which a statement of sickness is filed

Information to be considered in connection with determining days with respect to which a statement of sickness is filed includes information furnished in the statement of sickness, information furnished by the employee at the time the statement of sickness is submitted, and information which was previously furnished by the employee and which is in the possession of the adjudicating office at the time the statement of sickness is submitted. Examples of information to be considered are:

- a. A statement by an employee as to the first day he wishes to claim.
- b. Any indication of apparent or obvious ability to work on any day. Information that an employee worked on a day or claimed unemployment benefits for a day may constitute such information.
- c. A statement by an employee that he received or is receiving remuneration or payment described in Section 4(a-1)(ii).

1126.02 Determining days with respect to which a statement of sickness is filed

Except as set forth in subsection .03 of this section:

- a. An employee's statement of sickness shall be considered as filed with respect to the day on which he was examined by a qualified doctor or a person who has been designated to execute statements of sickness, or with respect to any earlier day, under the following conditions:
 1. The day is a day of infirmity; (If there is a discrepancy as to the beginning date of an infirmity between the information furnished on the form for statement of sickness and the information furnished on the form for application for sickness benefits, the infirmity shall, in the absence of evidence to the contrary, be considered to have begun on the date shown on the application for sickness benefits.)
 2. The day is not prior to the first day of the filing period whether normal or conditional, of Form SI-1b or other form provided by the Board for statements of sickness;
 3. The day is not indicated in the statement of sickness as a day on which the employee was able to work;

4. The day is not a day on which the employee is reported to have worked; and
 5. The day is not a day which the employee has indicated he does not wish to claim.
- b. If an employee's statement of sickness is not filed with respect to the day on which he was examined by a qualified doctor or a person who has been designated to execute statements of sickness or with respect to any earlier day, it shall be considered as filed with respect to the first day thereafter which meets the following conditions:
1. The day is indicated on the statement of sickness as a day of infirmity; (In the absence of evidence to the contrary, it shall be considered that a day is indicated as a day of infirmity if the date is on or prior to the date shown on the statement of sickness as the date on which the employee will have recovered or, in the absence of a specific date, is on or prior to the date which information in the list of norms would indicate to be the probable ending date of the period of inability.)
 2. The day is not prior to the first day of the filing period, whether normal or conditional, of Form SI-1b or other form provided by the Board for statements of sickness;
 3. The employee has not been found able to work on such day or on any preceding day since the most recent examination by a qualified doctor or by a person who has been designated to execute statements of sickness;
 4. The day is not a day on which the employee is reported to have worked; and
 5. The day is not a day which the employee has indicated he does not wish to claim.
- c. If the employee has checked his Form SI-1a to indicate that he expects vacation pay or sick pay from his employer but it appears that he may be expecting only sickness benefits from the Board, it shall be tentatively determined that a statement of sickness was filed with respect to the earliest date which meets the other requirements.
- d. If an employee's statement of sickness is considered as filed with respect to any day in accordance with a. or b. above, it shall be considered as filed with respect to any subsequent day, if:
1. The day is indicated on the statement of sickness as a day of infirmity; (In the absence of evidence to the contrary, it shall be

considered that a day is indicated as a day of infirmity if the date is on or prior to the date shown on the statement of sickness as the date on which the employee will have recovered or, in the absence of a specific date, is on or prior to the date which information in the list of norms would indicate to be the probable ending date of the period of inability.)

2. The employee has not been found able to work on such day or on any preceding day since the most recent examination by a qualified doctor or by a person who has been designated to execute statements of sickness or has protested a finding that he is able to work; and
3. The employee has not failed to file the claim form last sent to him with respect to a registration period begun with a day with respect to which the statement of sickness was filed; or there is evidence of continuing inability.

1126.03 Day for which no statement deemed to have been filed

Except for statements of sickness with respect to days in extended periods, no statement of sickness shall be deemed to have been filed with respect to any day which, if a statement of sickness were filed with respect to it, would be the first day of a registration period in a benefit year in which (1) the employee is not a qualified employee under Section 3 of the Railroad Unemployment Insurance Act, or (2) benefits have already been payable to the employee for 130 days of sickness, other than days of sickness in a maternity period, or (3) benefits have already been payable to the employee for days of sickness, other than days of sickness in a maternity period, in an amount equal to his compensation in the base year.

1127 Redeterminations

1127.01 Redetermination of first day

A redetermination of the first day with respect to which a statement of sickness was filed shall be made if there is information that some other day is such first day provided that the redetermination would be advantageous to the claimant. For example, a redetermination shall be made under any of the following circumstances:

- a. It is found that the first day with respect to which the statement of sickness was filed is earlier than the day initially determined to be such first day.
- b. On his first claim form the claimant shows that he received vacation pay or other remuneration for a period extending through some of the days in the first registration period.

1127.02 Adjustment of registration periods

When a redetermination is made as to the first day with respect to which a statement of sickness was filed:

- a. any necessary adjustment of registration periods shall be made; and
- b. for any period which is to be adjusted as provided in .01 above, payment may be made immediately when expedient for days claimed which are not to be disallowed (additional benefits due may be paid when the claim for other days is received).

1128 Sending Claim Forms

1128.01 Condition under which claim form sent

A claim form shall be sent for the first registration period in a benefit year containing days of infirmity sufficient that it could be a first valid registration period and for each registration period thereafter containing days of infirmity sufficient for the payment of benefits, providing that no claim form shall be sent where there is evidence that there would not be sufficient days of sickness for a first valid registration period or for the payment of benefits in a subsequent registration period.

1128.02 Conditions under which no claim form sent

a. No first valid period established

When the applicant has not had, in the benefit year, a registration period containing seven or more days of sickness, no claim form shall be sent for a registration period including less than seven days of infirmity other than:

1. Days with respect to which a disqualification has been found applicable;
2. Days which the employee has indicated he does not wish to claim as days of sickness.

b. First valid period established

When the applicant has had, in the benefit year, a registration period containing seven or more days of sickness, no claim form shall be sent for a registration period including less than five days of infirmity other than:

1. Days with respect to which a disqualification has been found applicable;
2. Days which the employee has indicated he does not wish to claim as days of sickness.

1128.03 Time for sending claim forms

Claim forms which are to be sent in accordance with other subsections of this section will ordinarily be mailed on the day immediately preceding the end of the registration period. When a determination is made as to the days with respect to which a statement of sickness is filed a claim form for the current and earlier registration period may be sent.

1128.04 Sending claim form for first registration period

When a claim form is to be sent for the first registration period including days with respect to which a statement of sickness has been filed, the beginning day will be either (a) the first day with respect to which the statement of sickness was filed if it is apparently the earliest date the applicant would wish; or (b) the first day with respect to which the statement of sickness was filed if more than 14 days earlier may be allowable if the applicant gives a satisfactory explanation of delayed filing; or (c) up to 14 days earlier than the first day with respect to which the statement of sickness was filed if not more than 14 days earlier may be allowable if the applicant gives a satisfactory explanation of delayed filing: Provided, however, that the beginning day cannot be earlier than whichever is the latest of the following:

- a. The first day of infirmity;
- b. The first day after the day on which the employee last worked;
- c. July 1 in any benefit year, if the employee exhausted benefits or was not qualified in the preceding benefit year;
- d. The first day which the employee has indicated he wishes to claim.

The ending day will be the thirteenth day after the first day with respect to which a statement of sickness has been filed. When the first registration period apparently begins with a date later than the applicant would wish, he shall be given an opportunity to explain why his statement of sickness was filed late.

1128.05 Sending claim form for later registration period

When a claim form is to be sent for a registration period including days with respect to which a statement of sickness has been filed and such registration period is subsequent to the first registration period including days with respect to which the statement of sickness was filed, the beginning day will be the first day after the ending day of the last previous registration period. The ending day will be the thirteenth day thereafter.

1128.06 Sending claim form after employee's failure to file previous form

When an employee indicates that he wishes to claim benefits for days of infirmity subsequent to a registration period for which he has failed to file a claim form sent to him, and does not intend to file a new statement of sickness, consideration shall be given to (1) whether the employee has given reasonable notice of his desire to claim such days and (2) whether there is sufficient evidence of continuing inability. If the employee has given reasonable notice and if there is evidence of continuing inability, a claim form shall be sent to him, subject to the provisions of other subsections of this section, for a registration period including days which he wishes to claim.

a. Reasonable notice

An employee shall be considered to have given reasonable notice in a communication relating to his infirmity (1) is mailed to an office of the Board within eight days after the ending date of the registration period including days which he wishes to claim, and such communication is received at such an office, or (2) is received at an office of the Board within ten days after the ending date of the registration period including days which he wishes to claim. For the purpose of this subsection, any letter, postal card, form, or report of personal inquiry at a Board office, which indicates that the employee wishes to claim sickness benefits, shall be considered as a communication relating to the employee's infirmity.

b. Evidence of inability

There must be sufficient evidence of continuing inability. In this connection, consideration shall be given to the description of the infirmity, recognized standards as to the probable period of inability, other evidence as to the probability of the inability continuing, and the reason given for failing to file the previous claim form.

1128.07 Sending claim form after employee's failure to file previous form within the normal time

- a. When a claim form is received late but is considered as conditionally filed within the time prescribed, a claim form for the following registration period is to be sent if there is evidence of continuing inability.
- b. When a claim form is received late and is not considered as conditionally filed within the time prescribed, a claim form for a later registration period is to be sent if there is evidence of continuing inability. The claim form sent shall be for the first registration period ending not more than 30 days before the date of receipt of the claim denied.

