

PLANT LAYOFF CHECKLIST

Supplemental Unemployment Benefit (SUB) Plan

- Contact GM Layoffs and Unemployment Center prior to layoff. Provide the following information:
 - Plant location
 - Effective date of layoff
 - Return to work date (if known)
 - Approximate number of impacted employees
 - Indicate whether temporary employees are impacted
 - Layoff personnel event (if known)
 - Any Local Agreements that could impact the weeks of layoff
 - Any GM payments that will occur during the weeks of layoff
 - Copies of any communications delivered to employees (if applicable)Email all information to ebconcall@gm.com. Please include your contact information.

- Instruct employees to apply for state Unemployment Compensation (UC) after layoff occurs. Bear in mind employees should not apply for weekly SUB until UC is received.

- If an employee has been denied UC for any reason (for example, Sunday earnings, insufficient wages, etc.), the state UC determination form must be faxed to the GM Layoffs and Unemployment Center at (248) 365-9809.

- Contact the GM Layoffs and Unemployment Center with any questions at:

GM Layoffs and Unemployment Center
P.O. Box 5078
Southfield, MI 48086-5078
1-800-584-2000
Fax 1-248-365-9809
www.layoffbenefits.com