

QUALIFYING FOR BACKPAY AND OTHER MONETARY REMEDIES

We have just begun the process of investigating your charge, thus no determination has been made with regard to the merits of your case. However, it is important that you understand your obligations to look for work in order to qualify for backpay in the event we should determine that your case has merit.

In the event that backpay and/or other reimbursement is due to you as part of the remedy for the unfair labor practice you are alleging - for instance, an unlawful discharge or refusal to hire – the Board requires that you mitigate (offset) the backpay by beginning to look for another job in the same or similar line of work promptly. If you are not able to establish that you have actively sought to mitigate damages, you face the risk of having whatever money is owed to you to be tolled (cut off). We strongly urge you to keep careful records of when and where you have sought employment. To make this easier, we are providing you with a form which you should keep updated as to your search for work.

If this charge is being filed by a labor organization on behalf of one or more employees, we urge the Union to provide the Region with a list of the names and addresses of all alleged discriminatees who might be entitled to backpay. Please speak to the Agent assigned to this case about identifying any and all potential backpay claimants.

NATIONAL LABOR RELATIONS BOARD
**CLAIMANT EXPENSE, SEARCH FOR
WORK, AND INTERIM EARNINGS REPORT**

<input type="checkbox"/> JAN 1 - MAR 31 _____ (Year)	<input type="checkbox"/> APR 1 - JUN 30 _____ (Year)
<input type="checkbox"/> JUL 1 - SEP 30 _____ (Year)	<input type="checkbox"/> OCT 1 - DEC 31 _____ (Year)

YOUR NAME AND CURRENT ADDRESS

CASE NUMBER	CASE NAME
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It is important that you maintain records concerning your interim earnings and expenses, your search of work, and your availability for work during the entire period of time until your backpay entitlement has been resolved. Additional copies of this form are available from the Regional Office. Your failure to truthfully report to the Board all interim earnings or other information affecting your backpay may result in partial or complete denial of any backpay which may be due you in this matter.

PART I

A. LIST ALL STATE, PRIVATE AND UNION EMPLOYMENT SERVICES WHERE YOU REGISTERED FOR WORK DURING THIS QUARTER; LIST THE DATE YOU REPORTED TO THEM; AND LIST THE COMPANIES WHERE YOU WERE REFERRED FOR WORK, AND DATES.

DATE VISITED	NAME AND ADDRESS OF EMPLOYMENT SERVICE	REFERRED FOR WORK?			NAME AND ADDRESS OF COMPANY
		YES	NO	DATE	

B. SEARCH FOR EMPLOYMENT: LIST ALL OTHER PLACES WHERE YOU LOOKED FOR WORK THIS QUARTER.

DATE	NAME AND ADDRESS OF COMPANY	COMPANY RESPONSE (What was said? By Whom?)

C. LIST ALL PERIODS OF TIME DURING THIS QUARTER WHEN FOR ANY REASON YOU WERE UNABLE TO WORK. (For example, because of illness, pregnancy, vacations, military service, jail, layoff, strike duty, etc.).

DATE		REASON
FROM	TO	

PRIVACY ACT STATEMENT

Solicitation of the information on this form is authorized by the National Labor Relations Act (NLRA), 29 U.S. 151 et seq. The principal use of the information is to assist the National Labor Relations Board (NLRB) in determining and distributing backpay and other amounts which may be paid to you as a result of unfair labor practice proceedings under the NLRA. The routine uses for the information are fully set forth in the Federal Register, 71 Fed. Reg. 74942-43 (Dec. 13, 2006). The NLRB will further explain the uses upon request. Disclosure of this information is voluntary. However, if you fail to supply the requested information, you may receive either no backpay or a reduced amount of backpay.

