

Worker Adjustment and Retraining Notification Act



The Worker Adjustment and Retraining Notification (WARN) Act offers protection to workers, their families, and communities by requiring employers to provide notice at least 60 days in advance of covered business closings and covered mass layoffs. This notice must be provided to either each individual worker who will be affected or to the labor union representative, where applicable. Written notice must also be provided to the State of Michigan and the chief local elected government official.

What businesses are covered under the WARN Act?

In general, employers are covered by the WARN Act if they have 100 or more employees and are not federal, state, or local governments that provide public services, or Indian tribal governments.

What triggers a WARN notice?

A WARN notice can be triggered by either a business closing or a mass layoff.

- **BUSINESS CLOSING**

A covered employer must give notice if an employment site (or one or more facilities or operating units within an employment site) will be shut down and the shutdown will result in an employment loss for 50 or more employees during any 30-day period.

- **MASS LAYOFF**

A covered employer must give notice if there is a mass layoff, which does not result from a business closing but will result in an employment loss at the employment site during any 30-day period for 500 or more employees, or for 50-499 employees if they make up at least 33 percent of the employer's active workforce.

WARN Requirements

Notices to REPRESENTATIVES must contain:

1. The name and address of the workplace affected, and the name and telephone number of a company official to contact for further information.
2. Information on whether the planned action is expected to be permanent or temporary and if the entire plant is to be closed.
3. The expected date of the first separation and the anticipated layoff schedule.
4. The job titles of positions to be affected.

Notices to INDIVIDUALS must contain:

1. Items 1-3 listed above, and
2. An indication of whether bumping rights exist.

Notices to the State of Michigan and the chief elected officials of local governments must contain all of the information listed above, plus the name of each union representing affected employees, as well as the name and address of the chief elected officer of each union.

What methods can be used to submit a WARN?

Company officials may submit a WARN to the State of Michigan via:

- The WARN Portal (<https://app.wda.state.mi.us/WARN>).
- Email at **LEO-RapidResponse Communications@Michigan.gov**.
- Fax at 517-241-9862.
- Postal mail to:
Jimelle Howard, Manager
Department of Labor and Economic Opportunity
Workforce Development
P.O. Box 30805
Lansing, Michigan 48909

Additionally, layoffs and closures that do not meet WARN criteria may be submitted via the WARN public portal with an indication of sub-WARN.

Where can you find more information about the WARN Act?

More information about the WARN Act is available at the U.S. Department of Labor Employment and Training Administration website, [dol.gov/agencies/eta/layoffs/warn](https://www.dol.gov/agencies/eta/layoffs/warn).

WARN public notices can be found at [Michigan.gov/leo/bureaus-agencies/wd/data-public-notices/warn-notices](https://michigan.gov/leo/bureaus-agencies/wd/data-public-notices/warn-notices).

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