**Section 2865.100 Work Search Requirements for Regular Unemployment Insurance Benefits**

a) Unless otherwise instructed, the claimant must establish that he is able to work, available for work and actively seeking work during each week for which he is claiming benefits.

1) The claimant must register with the Illinois Employment Service Office unless otherwise instructed by the local office for one of the following reasons:

A) The claimant's unemployment is due to a labor dispute at his last employing unit even if the claimant is not involved in the dispute;

B) The claimant's unemployment is due to a temporary lay-off not exceeding ten weeks in duration;

C) The claimant is a member of a labor union whose placement service has been certified by the Agency under this Part;

D) The claimant is still attached to a regular job but he is only partially employed due to a temporary reduction in his hours;

E) The claimant is a seasonal worker who is between seasons and has a reasonable expectation of returning to the same job in the next succeeding season. For example, park, golf course and landscape workers would fall within this subsection (a)(1)(E) during a winter shutdown;

F) The claimant is an academic worker, such as a teacher or school administrator, or a non-academic employee, such as a food service worker or school bus driver, who is seeking work at an educational institution or for a company that contracts with an educational institution during a period between academic years or terms;

G) The claimant is a construction worker seeking construction work, whether or not he belongs to a union that operates a hiring hall defined in Section 2865.50;

H) The claimant is enrolled and participating in training, whether or not that training is approved under Section 500(C)(5) of the Act;

I) The claimant is a resident of a state that borders Illinois and has filed a claim in this State;

J) The Agency determines that, based on local labor market information, registration with the Illinois Employment Service would not increase the likelihood of the claimant's return to work.

2) The claimant must show that he is conducting a thorough, active and reasonable search for appropriate work on his own by keeping records of what he is doing to find work, including:

A) The names and addresses of the employing units contacted and the names of the specific persons contacted, if possible;

B) The dates, methods and results of the contacts;

C) The types of work that the claimant has been seeking, including wages and hours requested or desired; and

D) Any other information regarding his work search efforts.

b) The claimant shall provide the written records required by this Section to the Agency whenever requested, pursuant to Section 2720.112(f) or 2720.115, or, in the event of a Claims Adjudicator's interview, an appeal or a hearing in which work search is an issue. Even if the claimant has been denied benefits, he must either file by telephone (see Section 2720.112) or complete and file the Claim Certification (BIS-653) every two weeks and meet the eligibility requirements of the Act for each week for which he expects payment upon reversal of that denial.

(Source: Amended at 29 Ill. Reg. 6154, effective March 25, 2011)