



## SAMPLE UNEMPLOYMENT HEARING POSTPONEMENT REQUEST

If you cannot attend on the date and time listed on the Notice of Hearing, you should fax a request for postponement of the hearing to the fax number listed on your hearing notice as soon as possible. The hearing may be postponed if the parties agree, or on a showing of good cause. Factors that will be taken into account when considering whether to grant or deny a postponement request are:

- whether the request is reasonable,
- whether the circumstance causing the request is beyond the control of the requesting party,
- whether failure to grant the postponement would cause undue hardship to the requesting party,
- the potential inconvenience to other parties and witnesses,
- the need to decide cases in a timely manner,
- the time and date that the postponement request was made, and
- the number and reason for any prior postponement requests made by either party.

## SAMPLE POSTPONEMENT REQUEST

To Whom It May Concern:

My name is [INSERT] I currently have a hearing scheduled in my unemployment insurance case [INSERT APPEAL NUMBER]. I request that you postpone my unemployment insurance appeal hearing because [INSERT REASON].

Regards,

[SIGN NAME]