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State of Wisconsin  
Department of Workforce Development

## Worker's Compensation Insurance Letter

INS #	479
Date	August 11, 2009
Program	Claims Management
Type	Informational
Replaces	N/A

NAME  
ADDRESS1  
ADDRESS2  
CITY STATE ZIP

**To:** Claims Handling Offices for Insurance Carriers and Self Insured Employers  
**From:** Frances Huntley-Cooper, Division Administrator  
**Subject:** State Worker's Compensation Office Closings and Appeal Deadlines

**Purpose:** Inform insurers of State Worker's Compensation Division office closings and related appeal and filing deadlines.

**Background:** In response to economic downturns and their impact on our state budget deficit, Wisconsin state government's recently enacted budget is requiring state agencies to reduce operating expenditures. As a part of this provision, state agencies have been directed to furlough all of their employees for a total of 8 days in the current fiscal year and an additional 8 days in the fiscal year ending June 30, 2011.

The furlough days were selected with the intention of reducing state spending while still ensuring as little disruption in services as possible. Special note should be taken of these dates when determining the date upon which an appeal or filing must be made.

Deadlines, appeals and filings that would otherwise be due on a furlough day must be made prior to that date unless the furlough date falls on a holiday as provided for in LIRC 1.02(1), Wis. Admin. Code or as defined in s. 995.20, Wis. Stats.

To avoid late appeals, the Worker's Compensation Division will not issue and mail orders on Mondays and Fridays 21 days before the furlough days that are not the legal holidays listed below.

The Worker's Compensation Division will be closed for furlough on the dates listed below. Furlough dates that fall on a legal holiday as specified in LIRC 1.02, Wis. Admin. Code, or s. 995.20 Wis. Stats., are marked as holidays.

### CALENDAR YEAR 2009

- Friday, September 4
- Monday, October 12 (Legal Holiday)
- Friday, November 27
- Monday, December 28

## **CALENDAR YEAR 2010**

- Monday, February 15 (Legal Holiday)
- Friday, April 2
- Friday, May 28
- Friday, June 18
- Friday, September 3
- Monday, October 11 (Legal Holiday)
- Friday, November 26
- Monday, December 27

## **CALENDAR YEAR 2011**

- Monday, February 21 (Legal Holiday)
- Friday, April 22
- Friday, May 27
- Friday, June 17

**Action Requested:** Please inform all claims handlers of these dates and related filing requirements

**Inquiries:** If you have any questions, please contact us at (608)266-1340.