

# Work-Share Fact Sheet For Employees



## Overview:

- The Work-Share Program is designed to help both employers and employees.
- Instead of laying off workers, a qualified employer reduces work hours of at least two employees.
- Workers, whose hours are reduced under an approved Work-Share Plan, receive unemployment benefits if otherwise eligible.

***Work-Share avoids layoffs, allowing workers to remain employed & employers to retain trained staff during times of reduced business activity***

## How do employees benefit from Work-Share?

- Employees will remain covered under **retirement plans** they are enrolled in with their employer the same as if they were regularly employed.
- Employees will maintain any **health insurance coverage** they receive from their employer the same as if they were regularly employed.
- Employees will not need to apply for other jobs or be available to work for another employer while in the plan. However, employees must be available for work with the employer participating in the Work-Share Program including any extra hours offered and any employer sponsored training program.
- Below is an example of how Work-Share benefits are calculated. Each individual claim may vary based on earned wages and hours worked:

***Full-Time Employee A works 40 hours per week and earns \$16.00 per hour and is otherwise eligible for benefits –***  
*Weekly Benefit Rate = \$370.00, 20% reduction in hours = 8 hours for a total of 32 hours worked.  $\$370 \times .20 =$*   
***weekly benefit of \$74.00 under Work-Share Program.***

***Part-Time Employee B works 35 hours per week and earns \$14.00 per hour and is otherwise eligible for benefits –***  
*Weekly Benefit Rate = \$260.00, 15% reduction in hours = 5 hours for a total of 30 hours worked.  $\$260 \times .15 =$*   
***weekly benefit of \$39.00 under Work-Share Program.***

## Assistance filing for unemployment:

- To get information on how to file for unemployment benefits, see the online Handbook for Claimants at <https://dwd.wisconsin.gov/uiben/handbook>.
- Employees will need to provide information on the number of hours worked and the amount of gross wages earned each week an unemployment claim is filed.
- **Please Note:** Work-Share participants who have additional employment outside of their employment with the business who enacts the Work-Share Plan, **will not be eligible for the program** if the combined hours worked are equal to or greater than 90% of the hours worked for the employer who activates the plan.

## Questions?

- Please contact a claims specialist at (414) 435-7069.