

# Work-Share Fact Sheet for Employees

*Work-Share avoids layoffs, reduces uncertainty, and allows employees to keep health insurance and retirement benefits.*



## Apply for Unemployment Insurance (UI) Benefits



You may be eligible to receive pro-rated UI benefits for reduced work.

## Work Search Waived



You do **not** need to apply for other jobs or be available to work for another employer.

## Remain Employed



Work-Share plans keep you employed while your employer avoids layoffs.

## Steps

- 1 Your employer applies for and receives approval for the Work-Share program.
- 2 Your employer notifies you that your hours will be reduced under the approved Work-Share plan.
- 3 You begin working reduced hours in line with the approved Work-Share plan.
- 4 You file an initial claim to apply for UI benefits.
- 5 You file a weekly claim for each week you work reduced hours.

## Example

**Regular Employment** - Regular earnings for full-time work at \$25 per hour for a 40-hour work week:  
**\$1,000 per week** + health insurance and retirement benefits, if covered

**Without Work-Share Program** - Laid off, eligible for maximum UI benefits:  
**\$370 per week**

**With Work-Share Program** - 20% reduction in hours, eligible for maximum UI benefits:  
**\$874 per week** + health insurance and retirement benefits, if covered

Learn more about the Work-Share program at [dwd.wisconsin.gov/uiben/workshare.htm](http://dwd.wisconsin.gov/uiben/workshare.htm) or scan here:

