

Work-Share Fact Sheet for Employers

An alternative to layoffs during times of reduced business activity.



Retain Talent



Keep your trained, knowledgeable staff.

Reduce Overhead



Avoid the time and costs of recruiting and training new staff by retaining your workforce.

Maintain Morale



Show your employees that they are valued and respected.

Eligibility

Work-Share plans need to:

- ✓ be initiated by employers;
- ✓ reduce hours for **two or more employees**;
- ✓ reduce employee's hours between **10% and 60%** of the normal hours per week;
- ✓ cover regularly employed full-time, part-time, salaried, or exempt employees;
- ✓ keep employees covered under **health insurance** and **retirement plans**; and
- ✓ explain how employees will be notified of changes in their work schedules in advance.

Work-Share plans can't:

- ✗ include employees that have been employed for less than three months;
- ✗ include seasonal, temporary, or staff employed on an intermittent basis; and
- ✗ exceed a total of 12 months in any five-year period.

Plans must be approved by the Department of Workforce Development and can be cancelled if the employer deviates from the plan.

Example

Regular Employment - 10 employees (\$25 per hour, 40 hours):
\$10,000 per week in salary

Without Work-Share Program - 8 employees (\$25 per hour, 40 hours), lay off 2 employees:
\$8,000 per week in salary

With Work-Share Program - 10 employees (\$25 per hour, 32 hours):
\$8,000 per week in salary (20% reduction in hours)

Learn more or apply for the Work-Share program at
dwd.wisconsin.gov/uitax/workshare.htm
or scan here:

