

# 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](http://dwd.wisconsin.gov/uitax/workshare.htm)  
or scan here:

