

## Guidelines

By participating in your employer's WorkShare Plan, you can collect partial unemployment benefits to replace some wages lost through your reduced hours.

The weekly amount of unemployment benefits you receive is based on your weekly benefit rate and the percentage reduction in your hours. The first eligible week is a waiting period, so no benefits will be paid. Your weekly payment will be paid by check.

### Requirements for employees

- You must be a permanent full-time or part-time worker. Seasonal and temporary workers are not eligible
- You must be eligible to receive unemployment benefits
- You must work the reduced number of hours designated by your employer
- Your employer must request weekly benefits online for each week that you're working reduced hours
- You must report any additional income earned from another job to your WorkShare employer

WorkShare can only be initiated by your employer and your participation is voluntary.

**If you have any questions about WorkShare, please go to [mass.gov/workshare](https://mass.gov/workshare) or call 617-626-5521.**



The Commonwealth of Massachusetts  
Executive Office of Labor and Workforce Development  
Department of Unemployment Assistance

Workers'  
Guide

# WorkShare

A smart alternative to layoffs



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# Sometimes employers have to cut costs to stay in business

All businesses go through slowdowns. Often, that means a layoff, but that doesn't have to be the answer.

## **WorkShare:** A smart alternative to layoffs

WorkShare gives employers a way to save jobs that would otherwise be cut.

With WorkShare, employees work reduced hours while collecting Unemployment Insurance benefits to supplement their temporarily reduced wages.

## **How it works**

With WorkShare, employees can expect to:

- Receive pay for the reduced hours worked
- Keep benefits such as healthcare and retirement
- Collect unemployment benefits to make up some lost wages

## **Who participates in WorkShare?**

Any company located in Massachusetts is eligible for WorkShare, whether large or small, private, non-profit, or government agency. Businesses in every sector, including manufacturing, construction, retail, and high-tech, can benefit from WorkShare.



**Gentle Giant Moving Company, a multi-state moving company with over 200 movers, opted to use WorkShare for the first time in 2009.**



We were trying to preserve jobs and strengthen the organization to get through the difficult time. WorkShare strengthened the company finances and employee morale....this not only helped us save money, but also galvanized the workforce to realize we were going to weather this storm together.

**- Ryan Falvey, V.P. of Organizational Development, Gentle Giant Moving Company**



## **When your company uses WorkShare**

- The hours of all workers in the unit must be reduced by the same amount (between 10 to 60%)
- A worker must apply for regular unemployment benefits in Massachusetts

**Visit [mass.gov/workshare](https://mass.gov/workshare) or call 617-626-5521.**