

# Kentucky Work Share Fact Sheet

For Employees

## What Is Work Share?

Your employer is participating in the Kentucky Work Share Program. This means that instead of being laid off, your hours will be temporarily reduced. While your hours are reduced, you will receive partial unemployment benefits to help make up for the lost pay.

### Why is my employer using Work Share?

Your employer is going through a temporary slowdown in business. Instead of laying off workers, they chose to reduce hours for a group of employees so everyone can keep their job.

### How long does Work Share last?

Work Share plans are temporary. The length depends on your employer's situation. If business picks back up, your employer can return you to your normal hours.

### Can I work at another company while participating in Work Share?

Any wages earned from an additional job during a Work Share week must be reported when filing your unemployment claim. To ensure your wages are accurately reported, contact our office at (502) 564-3240.

## Your Benefits

### How much will I get paid?

You will receive your regular wages for the hours you work, plus a partial unemployment benefit for the hours you lost. For example, if your hours are reduced by 20%, you would receive 20% of your weekly unemployment benefit amount on top of your reduced regular paycheck.

### Will I lose my job benefits?

Your employer is required to report whether health and retirement benefits will change during the Work Share plan. In many cases, your benefits stay the same. Check with your employer about your specific situation.

### Do I have to look for another job while on Work Share?

No. Unlike regular unemployment benefits, you do not have to search for a new job while you are on an approved Work Share plan. You stay employed with your current employer.

## How It Works for You

### What do I need to do?

Your employer will notify you about the Work Share plan and your reduced schedule. You will file for your Work Share benefits just like you would for regular unemployment benefits. You will report all hours worked and gross earnings with each benefit request.

### How much can my hours be reduced?

Your hours can be reduced by at least 10% but no more than 40% of your normal work schedule.

### What are the advantages of Work Share for me?

- You keep your same job and benefits while receiving partial unemployment benefits to help cover lost pay
- You avoid the financial hardship, stress and expense of a full layoff and job search
- You stay employed and can return to your normal hours when business picks back up

**Have questions?** Talk to your employer about your Work Share plan details, including your reduced schedule and how to file for your Work Share benefits. For general questions, contact **502-564-2900**.