

Kentucky Work Share Fact Sheet

For Employers

**Keep your workforce.
Reduce hours, not jobs.**

What Is Work Share?

- Work Share is a voluntary program that gives your business an alternative to layoffs.
- Employees on an approved Work Share plan receive partial unemployment benefits while working a reduced schedule.
- Work Share helps make sure your employees stay available to return to their normal hours when business picks back up.

What Are the Advantages of Work Share?

- Work Share lets you keep your skilled employees instead of laying them off, saving you the cost of hiring and training new people when business improves.
- You can adjust work hours for specific groups of employees based on your current needs.
- Your employees avoid the stress and financial hardship of a full layoff by receiving partial wages and a portion of their regular unemployment benefits.

How Does It Work?

1. Complete the Work Share Program application for your business. Provide your requested start date, employee information, current work hours, plan to notify employees, and the percentage of hours being reduced (between 10% and 40%).
2. Complete the Work Share Employee Template and submit it with your application. The number of employees on the template should include the total number of employees participating in the Work Share Program.
3. Your Work Share plan needs to include at least two employees, cover at least 10% of your workforce, and reduce hours by at least 10% but no more than 40%.
4. Required reporting includes whether health and retirement benefits will change and whether any employees are covered by a union agreement.
5. If your plan is approved, you are responsible for notifying each participating employee about the program.

Employer Responsibilities

- Advance notice is required to be given for employees affected by the Work Share plan.
- Employers will need to report if they would have to lay off employees if not approved for the program.
- The person signing the application is required to have authority to act on behalf of the business.
- If any employees are covered by a union agreement, that needs to be included in the application.
- Any changes to health and retirement benefits during the plan need to be disclosed in the application.

Ready to get started? Email KYWorkShare@ky.gov to learn more about how Work Share can help your business. Start your application at <https://kcc.ky.gov/career/employers/Pages/Workshare-Program.aspx>.