CALIFORNIA’S WORK SHARING PROGRAM
WHAT IS THE CALIFORNIA WORK SHARING PROGRAM?

✓ **Provides employers with an alternative to layoffs.**
✓ **Provides employees with reduced Unemployment Insurance Benefits.**
✓ **Established in 1978 by Senate Bill 1471 as described in Section 1279.5 of the Unemployment Insurance Code.**
WHO MAY PARTICIPATE

- Employers who have a reduction in production, services or work load.

- Employers legally registered in California.

- Employers with an active EDD employer account number.
EMPLOYER CRITERIA?

✓ A minimum of 2 employees impacted.
✓ A minimum of 10 percent of regular workforce or unit affected by a reduction in wages and hours worked.
✓ The reduction in weekly wages and hours worked must be at least 10 percent and not exceed 60 percent.
✓ Maintain employee health and retirement benefits.
EMPLOYER BENEFITS

• Minimize or eliminate the need for layoffs.
• Retain experienced employees.
• Avoid the cost of recruiting, hiring, and training new employees.
• Direct phoneline to the Work Sharing office (916) 464-3300.
The Work Sharing Program helps employees whose hours and wages have been reduced:

- Receive UI benefits.
- Keep their current job.
- Minimize financial hardships.
WHAT DOES THE EMPLOYER DO TO START

• COMPLETE AND SUBMIT THE WORK SHARING (WS) UNEMPLOYMENT INSURANCE PLAN APPLICATION

Workshare start date is determined by the date of the application or contact with the Work Sharing office.

• SHARE THE PROGRAM WITH YOUR STAFF
After the Work Sharing Application is Approved

The Special Claims Office sends the employer:

• A letter of approval and a Work Sharing Employer Handbook
• A supply of Work Sharing claim forms DE 4511WS and DE 4581WS will be mailed separately including Employee Handbook for participating employees
MAINTAINING THE WORK SHARING PROGRAM

THE EMPLOYER WILL:

• **COMPLETE THE EMPLOYER WORK SHARING CERTIFICATION SECTION (DE 4581WS PAGE 1)**

• **PROVIDE THE CLAIM FORMS TO PARTICIPATING EMPLOYEES.**
WHAT DO THE EMPLOYEES DO

TO APPLY:
• **COMPLETE THE WORK SHARING APPLICATION (DE 4511WS part b & c) ISSUED BY THE EMPLOYER**
• **MAIL IT TO THE SPECIAL CLAIMS OFFICE**

TO MAINTAIN
• **CONTINUE FILLING OUT THE TWO-WEEK CLAIM FORM “EMPLOYER’S WORKSHARING CERTIFICATIONS” (DE 4581WS)**
• **COMPLETE AND MAIL TO THE SPECIAL CLAIMS OFFICE.**
EMPLOYEE REQUIREMENTS

EMPLOYEE MUST MEET THE FOLLOWING REQUIREMENTS FOR EACH WORK SHARING WEEK:

• BE REGULARLY EMPLOYED BY AN EMPLOYER WHOSE WORK SHARING PLAN APPLICATION HAS BEEN APPROVED BY THE EDD.

• BE A PART OF YOUR EMPLOYER’S PERMANENT REGULAR WORKFORCE AND NOT A LEASED, INTERMITTENT, TEMPORARY, OR SEASONAL EMPLOYEE.

• HAVE QUALIFYING WAGES IN THE BASE QUARTERS USED TO ESTABLISH A REGULAR CALIFORNIA UNEMPLOYMENT INSURANCE (UI) CLAIM.

• YOUR REDUCTION IN HOURS AND WAGES MUST BE AT LEAST 10 PERCENT AND NO MORE THAN 60 PERCENT.

• HAVE COMPLETED A NORMAL WORK WEEK (WITH NO HOUR OR WAGE REDUCTIONS) BEFORE PARTICIPATING IN WORK SHARING.
RESOURCES

LINK TO THE WORK SHARING WEB PAGE
HTTPS://WWW.EDD.CA.GOV/UNEMPLOYMENT/WORK_SHARING_PROGRAM.HTM

WORK SHARING OFFICE EMPLOYER LINE 916-464-3343