



## Work-Share Program Information for Employees

The Work-Share Program is in the Colorado Employment Security Act 8-75-204

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### GENERAL INFORMATION

The Work-Share Program provides an alternative to laying off employees. It allows employees to keep working but with fewer hours. While you are working fewer hours, we pay part of your regular unemployment benefits.

### QUALIFICATIONS

You must have reduced normal weekly work hours by at least 10% but by no more than 40%. At least 10% of all employees or employees in a certain unit must have their hours reduced. In addition, you must:

- Have earned enough money to be able to collect unemployment benefits.
- Not have run out of money on an unemployment claim.
- Sign up for unemployment.
- Meet all the requirements of the law for us to pay unemployment benefits, except:
  - When we say that you must be available, we mean that you must be available to work for your current employer.
  - You do not have to look for work or apply for work with another employer.
- Be able and available to work your normal work hours.
- Be on only one work-share plan at a time.

If you do not work any hours in a week, we would pay regular unemployment benefits for that week (if you meet the requirements of the law). You do not also get the work-share benefits for that week.

**NOTE:** The first week on any claim is a waiting week. By law, we cannot pay benefits in that week. In order for us to pay any benefits in a week, you must meet all the requirements of the law. We mail a Guide to Unemployment and Getting Paid Benefits to everyone who signs up for unemployment. That guide explains the requirements of the law.

### GET STARTED

If you meet all of the qualifications for the Work-Share program, your first step to receiving payments is to file an unemployment claim through our website.

To file a new claim and learn more about Work-Share, please visit [www.coloradoui.gov](http://www.coloradoui.gov) or call us at (303) 318-9000 or (800) 388-5515.