

WorkShare IL

Illinois Department of Employment Security



Contact Information

Special Units Program:

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What is WorkShare IL?

WorkShare IL is a voluntary program that provides employers, facing a decline in business, with an alternative to layoffs. The program allows an employer to reduce the hours of workers in any unit of their business in order to avoid permanent layoffs of workers. Each worker in an affected unit continues to work, but experiences a reduction in hours that ranges from 20% to 60%. Workers receive a portion of their unemployment benefits during the period of the temporary reduction to offset the reduction in earnings.

Employer Requirements

1. Have an active UI account
2. Have a **minimum of two employees** of an affected unit in WS plan (max 10,000)
3. Reduction in hours and corresponding wages **at least 20%** but **no more than 60%**
4. Must have a **positive balance** in their Unemployment Tax account and up-to-date on all Unemployment Tax reports or payments
5. Maintenance of all employee's fringe benefits
6. Approval of any applicable **Collective Bargaining Union Representative**

Employee Requirements

1. Weekly hours **do not** exceed 40 hours a week
2. Must be **able and available** to work normally scheduled hours
3. Must meet **state Unemployment Insurance eligibility requirements** to be covered by a WS plan

For more information regarding the WorkShare IL program, please visit:

WorkShare.ides.illinois.gov

To learn more about unemployment insurance in the State of Illinois, please visit:

[IDES\(illinois.gov\)](http://IDES(illinois.gov))

