



# COLORADO

Department of  
Labor and Employment

Division of Unemployment Insurance

**Work-Share Information**

## **Work-Share Information for Employees**

The Work-Share Program is in the Colorado Employment Security Act 8-75-201 through 8-75-208.

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### **GENERAL INFORMATION**

The Work-Share Program allows you to keep working, but with fewer hours. While you are working fewer hours, we pay part of your regular unemployment benefits. Your employer must first apply and be approved to participate in a work-share program.

### **QUALIFICATIONS**

Your normal weekly work hours must be reduced by your employer by at least 10 percent but by no more than 40 percent. At least 2 employees 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 that has not yet reached its end date.
- Sign up for unemployment once your hours are reduced.
- Meet all the requirements of the law for us to pay unemployment benefits. These include:
  - > Being available to work for your current employer.
  - > Not being required to look for work or apply for work with another employer.
  - > Being able and available to work your normal work hours when needed.
  - > Participating in only one work-share plan at a time.

We can pay you up to 26 weeks of work-share benefits. We are not looking at hours and earnings from other employers.

If you do not work any hours in a week, we would pay regular unemployment benefits for that week as long as you meet the requirements of the law. However, you would not also get the work-share benefits for that same week. It's one or the other.

**NOTE:** The first week on any claim is considered a waiting week. By law, we cannot pay benefits to anyone in that week. In order for us to pay any benefits in a week, you must meet all the requirements of the law.

We send *Your Guide to Unemployment Benefits* to everyone who signs up for unemployment. That guide explains the requirements of the law. We also send you an information sheet called *Your Responsibilities for Unemployment Insurance* that tells you what you need to do to be and remain eligible.

### **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, contact your employer or visit [www.coloradoui.gov](http://www.coloradoui.gov).