

	Standard Operating Procedures	Date:	11/1/11
Dept:	HR	Created By:	Thao Tran
Description:	Work Sharing Program		

- Company started program effective 12/1/2002.
- Company must renew application every six (6) months (DE 8686).
- Program is administered by EDD, funded thru UI reserve account.
- EDD processes claims by Mail only and benefit payments are mailed directly to employees.

Claim forms:

- DE 4511 WS: Initial Claim and Payment Certification
- DE 4581 WS: Employer's Work Sharing Certification

Important Notes:

- SATURDAY is the Week Ending Day to be used on all Work Sharing Certifications.
- Company and Employee must sign & date original claim form AFTER the week ending date.

Mail to: State of California
 EDD/Special Claims Office Work Sharing
 PO Box 419076
 Rancho Cordova, CA 95741-9076

(Pre-printed envelopes from EDD are available)

Eligibility Requirements

1-wk waiting period;

Must have qualifying wages in the UI base quarters;

The % of reduction in hours worked AND wages received for the Work Sharing week are both considered to determine benefits and payment is based on the lesser % of reduction;

Sick and Vacation hours are counted as hours worked in computing Work Sharing benefits;

Any other additional earnings during the Work Sharing Week will be deducted dollar for dollar from the benefits.