



Employment Insurance Work-Sharing Program

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What is it?

- Work-sharing helps employers and workers avoid layoffs when there is a temporary business slowdown that is beyond the employer's control (such as this pandemic).
- Workers and their employer agree to reduced hours and shared work. Employment Insurance (EI) pays a portion of the wages lost based on regular EI rules to ease the blow of reduced hours.

Why do it?

- Helps keep people working, maintains a higher level of income than if laid off or on EI or CERB.
- Helps employers retain qualified and experienced workers.

Who is eligible?

- Permanent, full-time and part-time employees needed for day-to-day functions. Employees essential to the recovery and viability of the business. Must be eligible for EI as well.
- Private companies, Government Business Enterprises, and not-for-profit organizations.
- Ineligible workers: seasonal, casual, on-call, temporary, self-employed, summer or co-op students.

Key features

- Equal sharing of work: all workers agree to reduce their hours by the same percentage.
- Hours must be reduced by 10% to 60%. Reduction can vary weekly and average over agreement.
- Duration: 6 consecutive weeks minimum to 38 weeks. If entering the agreement due to COVID-19 the maximum can be extended to 76 weeks for applications received until March 14, 2021.
- Mandatory cooling-off periods waived for employers who have already used the program.
- Eligibility has been expanded to businesses that have only been in business for one year.
- Employers requested to submit their application 10 calendar days before desired start date.

Potential work-sharing scenario: Worker earning \$70,000 per year (\$1,346.15/week gross).

Reduction	Laid off	10%	20%	30%	40%	50%	60%
Gross weekly income retained	\$0.00	\$1,211.54	\$1,076.92	\$942.31	\$807.69	\$673.08	\$538.46
Lost weekly income paid	\$573.00	\$57.30	\$114.60	\$171.90	\$229.20	\$286.50	\$343.80
New weekly gross	\$573.00	\$1,268.84	\$1,191.52	\$1,114.21	\$1,036.89	\$959.58	\$882.26

* Note, this example is strictly for illustrative purposes. Specific income amounts will vary case by case.