



## What Is WorkShare IL?

- A voluntary program that provides employers facing a decline in business with an alternative to layoffs.
- It allows employers to reduce the hours worked in any of their business units, without resorting to temporary or permanent layoffs.
- It enables employees to keep their jobs and receive Unemployment Insurance (UI) Benefits to help offset their reduction in hours.



## How Does the Program Work?

- Employers apply to create a WorkShare IL Plan for each applicable business unit.
- Each WorkShare IL Plan will specify a reduction of hours between 20% and 60% and a time frame up to 12 months.
- Employees will be paid weekly UI Benefits corresponding to the percentage by which their hours have been reduced.

### Employer Benefits

- Temporarily reduce payroll
- Keep trained staff
- Save on recruiting, hiring, and training costs
- Minimize UI cost increases
- Boost employee morale
- Reduce turnover costs

### Employee Benefits

- Keep their job
- Receive weekly UI Benefits to offset loss of hours
- Continue to receive full health and retirement benefits
- Do not need to conduct ongoing job searches to receive UI Benefits

## How to Sign Up?

1. Employers register and create a Plan on the WorkShare IL e-Services Website:  
**[WorkShare.IDES.Illinois.gov/employer](https://www.ides.illinois.gov/employer)**
2. Employers create a Plan for each affected business unit
3. Notification of whether a Plan meets all program requirements is available online in the employer account on the WorkShare IL e-Services site.
4. Employees in an approved Plan must file an Unemployment Claim on **[IDES.illinois.gov](https://www.ides.illinois.gov)** and complete the certification on the WorkShare IL e-Services website.

**Scan to Learn More:**



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

**<https://bit.ly/WorkShareIL>**

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

**[IDES.illinois.gov](https://www.ides.illinois.gov)**

