Arizona: Shared Work Unemployment Compensation Program

Description of Program and Relief

The Shared Work Unemployment Compensation Program provides an alternative for employers who are faced with a reduction of available work. The program allows an employer to divide the available work or hours of work among a specified group of employees in lieu of a layoff, and the employees can receive a portion of their Unemployment Insurance benefits while working reduced hours. While no specific guidance has been provided for those affected by COVID-19, employers that are adversely impacted by COVID-19 should be eligible if they meet general eligibility requirements.

Government or Lead Agency

Arizona Department of Economic Security

Dates Available

Ongoing

Eligibility Requirements/Restrictions

An employer must submit a Shared Work Plan Application at least 10 days prior to the date that the plan will begin. The employer must certify that each employee listed on the plan has been paid at least $1,500 during the six months prior to the effective date of the plan, and that the reduction in hours replaces an otherwise-necessary layoff. The employer will be notified by mail of the approval or disapproval of the plan.

An employee is eligible for Shared Work benefits for each week in which his or her normal weekly hours are reduced by at least 10% but no more than 40%. An employee must meet the eligibility requirements for regular Unemployment Insurance Benefits, which are discussed here.

Application Deadlines (If Applicable)

N/A

Contact for More Information

Please contact the Arizona Department of Economic Security at (602) 542-4791. For questions about Unemployment Insurance Benefits, please contact (602) 364-2722. Completed Shared Work Plan
applications should be mailed to Arizona Department of Economic Security, Shared Work Program Site Code 918B-5, P.O. Box 6210, Phoenix AZ 85007-6210, or faxed to (602) 253-4101 or (602) 253-4202.

List of Additional Information

For more information and for a link to download the Shared Work Plan application, please visit:

https://des.az.gov/services/employment/unemployment-employer/shared-work-program-faqs