



# Short Time Compensation Program for Employers

The Short Time Compensation program helps employers retain their workforce in times of temporary slowdown by encouraging work sharing as an alternative to layoff.

The program permits prorated reemployment assistance benefits to employees whose work hours and earnings are reduced as part of a Short Time Compensation plan to avoid total layoff of some employees.

## How to Apply

Visit the Florida Department of Economic Opportunity's website, [www.floridajobs.org](http://www.floridajobs.org), to download the Short Time Compensation Program application form.

## Eligibility Requirements

- ▶ Reduced hours must be used as a temporary solution to avoid a temporary layoff. The employer must submit a Short Time Compensation plan application to the Short Time Compensation Coordinator, Reemployment Assistance Services.
- ▶ Participating employees must be permanent (not seasonal) and working at least 32 hours per week, excluding overtime, prior to Short Time Compensation reduction. Employees paid piece rate, on commission, or who are hired to do certain jobs regardless of the time required are not eligible for participation.
- ▶ Short Time Compensation benefits are payable when normal hours of work are reduced from 10-40 percent. If normal work hours exceed 40, the percentage will be based on 40 hours.
- ▶ Each week that Short Time Compensation benefits are claimed, at least 10 percent of the employees from the total staff or within a particular unit must be working reduced hours. Two employees is the minimum for a staff or unit of less than 20 employees.

## Short Time Compensation Program Goals

- ▶ Employees retained during a temporary slowdown can resume high production levels when business conditions improve and are spared the hardships of full unemployment.
- ▶ Employers avoid the expense of recruiting, hiring, and training new workers when business conditions improve.
- ▶ Employers who must permanently reduce their workforce can use the program as a transition to layoff. Affected employees may continue to work at reduced levels with an opportunity to find other employment before the expected layoff.

## Questions?

Contact us at **(850) 414-6085** or [cbes@careersourcecapitalregion.com](mailto:cbes@careersourcecapitalregion.com)