

Temporary stopped and short-time working

What does temporarily laid-off mean?

A temporary lay off is a period when:

- there is no work available for a specific period (several weeks without work) for a definite or indefinite period
- your employees are still under contract, and
- work is expected to resume.

What does short-time working mean?

Short-time working means:

- there is only a limited amount of work available (reduced hours or days)
- your employees are still under contract, and
- work is expected to resume.

An employee could be laid-off from work or placed on short time work because of:

- bad weather
- a breakdown of machinery
- a lack of materials
- a fall in orders
- flood or fire
- an extension of holiday period, or
- Trade disputes/lay offs elsewhere.

Jobseekers Allowance

When you know there is a need for a stoppage of work you should notify your employees as soon as possible. You should also contact the local Jobcentre Manager to see if any special arrangements need to be made for your employees to make claims for Jobseeker's Allowance.

The Jobcentre Manager will advise you of what to do, based on:

- the numbers of workers involved
- the length of the stoppage of work, and
- the pattern of work during the stoppage.

To contact Jobcentre Plus, search our list of offices at www.jobcentreplus.gov.uk you can find our address and numbers in your local phone book.

Please turn over 

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Claiming Jobseeker's Allowance when temporarily laid-off

To claim Jobseeker's Allowance while they are temporarily laid-off (or temporary stopped), your employees must be:

- willing and able to resume work immediately the stoppage ends; and
- available to take up any casual work, subject to any restrictions agreed.

Claiming Jobseeker's Allowance when short-time working

To claim Jobseeker's Allowance while they are working reduced hours or days (known as short-time working), your employees must be:

- working less than 16 hours per week on average;
- willing and able to resume work immediately the stoppage ends; and
- able and willing to take up casual work within daily travelling distance for the balance of un-worked hours up to a total of 40 hours a week.

Guarantee payments

As an employer you are required to pay a Guarantee payment to your workers if they are temporarily laid off or on short-time working. These payments are made every three months.

This payment is made for a maximum of five days. It is treated as earnings when assessing any Jobseeker's Allowance payable.

This factsheet is only a guide and does not cover every circumstance. We have done our best to make sure the factsheet is correct as of February 2009.

Some of the information may be oversimplified, or may become inaccurate over time, for example because of changes to the law.



Useful websites with more information

Temporary lay-offs: www.directgov.co.uk

Jobseeker's Allowance: www.jobcentreplus.gov.uk

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