

Employer Declaration for Short-time Work Support

Social Welfare Services
UP14 STWS

Data Classification R



What is the Short-time Work Support?

The Short-time Work Support is a payment for employees who have been placed on a shorter working week and who are expected to return to full-time work in the future.

Who can apply for the Short-time Work Support?

You can apply if your employer has reduced your full-time employment to 3 days or less and if you satisfy certain PRSI conditions.

How do I apply for the Short-time Work Support?

Step 1 Fill in a Jobseeker application form (UP1).

Step 2 Ask your employer to complete this form.

Step 3 Bring both forms to your local Intreo Centre.

Your employer must complete this form to certify that you have reduced work to 3 days per week or less.

PPSN of employee:

Name of employee:

Employer's Contact Details

Employer's Registered number:

Employer's Name:

Employer's Address:

County **Postcode**

Employer's telephone number: **MOBILE**
 LANDLINE

Employer's email address:

Changes to Employee's Work Pattern

Date employee's hours were reduced:

D D

M M

Y Y Y Y

Before Reduced Hours

How many days did they work per week before?

How many hours did they work per week before?

After Reduced Hours

How many days do they work per week now?

How many hours do they work per week now?

Are their short-time hours/days of work fixed?

Yes

No

If **No** please state reason:

Do you expect the job to become full-time in the future?

Yes

No

If **Yes** please state when:

Employer Declaration

I declare that the employee has temporarily changed their work pattern as stated above. I also confirm that employees and any staff representative bodies have been consulted regarding this change.

Signature (not block letters)

Your name (IN BLOCK LETTERS)

Position in company or organisation

Date of Declaration:

D D

M M

Y Y Y Y

Employer's official stamp

Warning: If you make a false statement or withhold information, you may be prosecuted leading to a fine, a prison term or both.

Data Protection Statement

The Department of Employment Affairs and Social Protection administers Ireland's social protection system. Customers are required to provide personal data to determine eligibility for relevant payments/benefits. Personal data may be exchanged with other Government Departments/Agencies where provided for by law. Our data protection policy is available at www.welfare.ie/dataprotection or in hard copy.

Explanations and terms used in this form are intended as a guide only and are not a legal interpretation.