Short-Time Work Due to the Coronavirus


An Easy Guide to Short-Time Work Compensation

Businesses and, temporarily, other groups of people can apply for short-time work if they incur work stoppages due to the coronavirus. Thanks to short-time work compensation, partially subsidized wages can continue to be paid, jobs can be secured and unemployment prevented.

The process described below is based on Federal Law, is explained at http://www.arbeit.swiss and is implemented the same way by all cantons.

Please take notice of the shortcut to this website: http://www.awa.zh.ch/kurzarbeit-coronavirus

Step-by-step guide

1. Claim to Short-Time Work Compensation

Due to the extraordinary situation, further groups of people are temporarily entitled to short-time work compensation:

- People who are working temporary jobs (fixed-term contract)
- People involved in an apprenticeship (apprentices and mentors)
- People providing their services to an organisation for temporary work
- People in a position comparable to that of an employer, who, according to the Federal Act on the Old-Age and Survivors’ Insurance (AHVG), receive salary as an non-self-employed person (e.g. in a joint-stock company, a limited liability company or a cooperative) and have great influence in the decision-making process at that company, as well as spouses or civil partnership partners that work at the company.

2. Application for Short-Time Work

- First, you must get the consent of all employees affected by short-time work regarding the introduction of short-time work. They must confirm their consent in written form on the form.
• Fill out the form “Application for Short-Time Work” and sign it. On the form, you must indicate which of the following unemployment insurance funds (“Arbeitslosenkasse”) you would like to receive your short-time work compensation from:
  Arbeitslosenkasse Kanton Zürich, www.alk.zh.ch
  Arbeitslosenkasse SYNA, www.syna.ch
  Arbeitslosenkasse UNIA, www.alk.unia.ch

• Include the organigram of your company. If your company has different departments, state the number of employees per organisational unit.

• Application for Short-Time Work (COVID-19) Form (German/French/Italian)

This form was updated by the State Secretariat for Economic Affairs (SECO) on 31 March 2020. If you’ve already submitted an application using the previous form, it is also valid and there is no need to submit the application again. For future applications, please use the form from the link.

There are various ways to submit the documents:

• E-mail them to voranmeldung.kurzarbeit@vd.zh.ch
  or

• Mailbox of the ALV (unemployment insurance): Monday to Friday, 6 a.m. to 7 p.m.
  Arbeitslosenkasse, Stampfenbachstrasse 32, Zürich
  Mailbox in the entrance on the ground floor
  Out of office hours (Monday to Friday 7 p.m. to 6 a.m. & Saturday/Sunday)
  grey mailbox Kantonale Verwaltung Zürich (Zurich cantonal administration), Wacheplatz 2: in the corridor
  or

• By mail
  Amt für Wirtschaft und Arbeit
  Arbeitslosenversicherung
  Kurzarbeit
  Stampfenbachstrasse 32
  8090 Zürich

3. Decree of the Unemployment Insurance

• If information is missing, you will be contacted via telephone or e-mail and asked to submit it.
The decree states:

- **"We have no objections regarding the payment of short-time work compensation."** This means that the application for short-time work has been **approved**. Due to the current situation, approval is now being granted for 6 months.
  or

- **"We have some objections regarding the payment of short-time work compensation."** This means that the application for short-time work has been **partially approved**. In most cases, it concerns the period of time for which the approval is granted or other reasons stated in the decree.
  or

- **"We object to the payment of short-time work compensation."** This means that the application for short-time work has been **denied**.

The **unemployment insurance fund** that you indicated on the form “Application for Short-Time Work” will also be informed about the decree.

*Unfortunately, information regarding the progress in the processing of your application can not be provided. The more we can focus on the applications, the quicker we will be able to help you. We can assure you that we are processing all applications as fast as possible and with all the resources we have.*

### 4. Introduction of Short-Time Work

- **As soon as short-time work is introduced, you are entitled to short-time work compensation.** The postmark of the application for short-time work or the date of its arrival in the e-mail inbox, respectively, mark the date on which the period of time for which the approval is granted begins.

- From the moment that short-time work is introduced, you must keep lists of working times or time sheets (excel table) or proof of absences, respectively, so that the unemployment insurance fund can check the planned working time and lost working hours.

- **Billing for the unemployment compensation is based on the period from the introduction of short-time work until the end of the month.** The billing period is 1 month (calendar month). Each month is billed separately. Billing must be submitted within 3 months after the end of the billing period.
5. Application for and Billing of Short-time Work Compensation

Submit only the following documents. Please follow the instructions regarding the documents that are to be submitted. This will facilitate efficient processing and allow for the short-time work compensation to be paid as soon as possible.

- Application for and Billing of Short-Time Work Compensation (COVID-19) Form (German/French/Italian)

This form was updated by the State Secretariat for Economic Affairs (SECO) on 30 March 2020. If you've already submitted an application using the previous form, it is also valid and there is no need to submit the application again. For future applications, please use the form from the link.

- Fill in the form “Application for and Billing of Short-time Work Compensation” on your computer and sign it. Don't forget the BUR (Business and Enterprise Register) number and the IBAN (you can find the BUR number on the decree of the unemployment insurance).

- Proof of total planned working time (working time list or time sheet) for the billing period in which you are entitled to compensation: mark the total clearly.

- Proof of total of wages subject to AHV (Old-Age and Survivors’ Insurance) contributions (payroll journal) for the billing period in which you are entitled to compensation: mark the total clearly.

- Submit the documents by mail to the unemployment insurance fund that you indicated on the form “Application for Short-Time Work”. A list of the competent unemployment insurance funds and their postal addresses can be found here:

- List of competent unemployment insurance funds and their postal addresses

6. Payment of the Short-Time Work Compensation

- The payment will go to the bank account that you indicated on the form “Application for and Billing of Short-time Work Compensation”.

- Due to the large number of applications that we receive every day, the processing will take some time. There can be payment delays.

Thank you for understanding that we don’t provide any information regarding the processing status of your application. The more we can focus on the billings, the quicker we will be able to make the payments. We are very aware of the fact that you depend heavily on the payments. We can assure you that we are processing all applications as fast as possible and with all the resources we have.
Where can I find further information on short-time work compensation?

- **Unemployment insurance helpline**: 043 259 26 40, alvhotline@vd.zh.ch
  Canton of Zurich unemployment insurance fund call centre: 043 258 10 00, alk@vd.zh.ch
  We cannot provide any information regarding the processing status of your application or billing.

- **State Secretariat for Economic Affairs SECO**: [www.seco.admin.ch/neues-coronavirus](http://www.seco.admin.ch/neues-coronavirus),
  SECO info line for businesses: 058 462 00 66, e-mail: coronavirus@seco.admin.ch

- **The SECO’s platform arbeit.swiss**: [www.arbeit.swiss/se-coalv/de/home/menue/unternehmen/versicherungsleistungen/kurzarbeit.html](http://www.arbeit.swiss/se-coalv/de/home/menue/unternehmen/versicherungsleistungen/kurzarbeit.html)

If your application for short-time work has been denied, we recommend you look at other support options here:

- **Website of the canton of Zurich on the set of measures for the economy**
  [www.vd.zh.ch/wirtschaft-coronavirus](http://www.vd.zh.ch/wirtschaft-coronavirus)