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 Kantonale Verwaltung Zürich (Zurich cantonal administration), Walcheplatz 2: in the corridor
  or

• By mail
  Amt für Wirtschaft und Arbeit
  Arbeitslosenversicherung Kurzarbeit
  Stampfenbachtstrasse 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 notification can not be provided.

Do you have questions regarding the advance notification of short-time work? Call us or write us an e-mail:

+41 43 259 26 40 (direct dialling) (MON-FRI 08:00 a.m.-12:00 p.m / 1:00 p.m.-5:00 p.m.)
alvhotline@vd.zh.ch

4. Introduction of Short-Time Work

• There is no waiting period to file an advance notification anymore (it has been repealed) if you plan on applying for short-time work compensation for your employees. This also applies if you have received approval for the month of March with a waiting period of 3 days. This means that your decree does not need to be adapted.

• The unemployment insurance fund assumes that, for the calculation of the working hours lost, you used the starting date that is on your unemployment decree. Should your business already have been affected earlier due to the measures of the authorities or economic reasons in the context of the pandemic, you can ask for short-time work compensation from that date forward (usually March 17, 2020), if the advance notification was submitted before or on 31 March 2020. In this case, the start date on the decree does not apply.

• 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

Which unemployment insurance fund have you chosen for the short-time work compensation payments?

Arbeitslosenkasse Kanton Zürich (Zurich Unemployment Insurance Fund)

- Fill out the e-form “Kurzarbeitsentschädigung der Arbeitslosenkasse Kanton Zürich” (Short-time work compensation of the Zurich Unemployment Insurance Fund)
  - This link will take you to the e-form and to useful information that will help you fill out the form.
- E-Formular Kurzarbeitsentschädigung der Arbeitslosenkasse Kanton Zürich

SYNA or UNIA Unemployment Insurance Fund

- Contact the SYNA unemployment insurance fund www.syna.ch or the UNIA unemployment insurance fund www.alk.unia.ch

Who to contact if you have questions regarding the billing/reimbursement of the short-time work compensation

+41 43 258 10 00 (MON-FRI 08:00 a.m.-11:30 a.m./ 1:00 p.m.-4:30 p.m)

E-Mail kae-swe@vd.zh.ch

Please be patient: Unfortunately, information regarding the progress in the billing of your short-time work compensation can not be provided at the moment.

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.

Where can I find further information on short-time work compensation?

- Unemployment insurance helpline: 043 259 26 40, alvhotline@vd.zh.ch
- Call centre of the unemployment insurance fund of the canton of Zurich: 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](mailto: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)

- **Platform ch.ch (Swiss authorities online)**: [www.ch.ch/de/coronavirus-fragen-antworten/#arbeit](http://www.ch.ch/de/coronavirus-fragen-antworten/#arbeit)

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)

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**E-Form Kurzarbeitsentschädigung der Arbeitslosenkasse Kanton Zürich (Short-Time Work Compensation of the Unemployment Insurance Fund of the Canton of Zurich)**


The e-form below can **only be used for the billing of short-time work compensation from the Unemployment Insurance Fund of the Canton of Zurich**.

For billing other unemployment insurance funds, contact:
SYNA unemployment insurance fund: [www.syna.ch](http://www.syna.ch) or UNIA unemployment insurance fund: [www.alk.unia.ch](http://www.alk.unia.ch).

Work stoppages are now calculated differently. The figures/data you need for the billing form can be calculated with the help of the new support form (from the 24th of May) provided here.

Starting immediately, older support forms are no longer valid. Submitting your own documents in order to verify the information you provided in the e-form is still allowed.
Instructions for the calculation of working hours lost and all information regarding billing can be found on this website: www.arbeit.swiss/secoalv/en/home/menue/unternehmen.html

1. For your application for the reimbursement of short-time working compensation, we provide the following two forms:

- A support form (for calculating planned/lost working hours and salaries, this is a supplement to the application)
- An e-form (= application form)

The explanations will help you fill out the two forms correctly (only available in German).

- Erläuterungen zum Antrag für die Abrechnung von Kurzarbeitsentschädigung bei der Arbeitslosenkasse Kanton Zürich aufgrund Pandemie COVID-19 (PDF, 256 kB) (Explanations regarding the application for the billing of short-time work compensation at the Unemployment Insurance Fund of the Canton of Zurich, in German)

2. The Supportformular Kurzarbeitsentschädigung ALK Kanton Zürich (support form for short-time work compensation of the Unemployment Insurance Fund of the canton of Zurich) can help you calculate the figures for the e-form.

The support form is based on Excel, Office version 2010 or newer (we can't guarantee that it works on Mac, Openoffice etc.).

Fill in the sheets “Stammdaten Betrieb” and “Grundlagen_Abrechnung_KAE”. You will receive the 5 figures that you need for the application for the Unemployment Insurance Fund of the canton of Zurich.

- Supportformular Kurzarbeitsentschädigung ALK Kanton Zürich (Excel-Vorlage, 531 kB) (Support form, in German)

3. Have the following documents ready to upload:

- Proof of actual working hours (e.g. time sheets)
- Filled-in support form (save in PDF format) or other form of proof regarding number of employees, planned working time and salaries
4. Register for the **E-Formular Kurzarbeitsentschädigung der Arbeitslosenkasse Kanton Zürich** (e-form Short-Time Work Compensation of the Unemployment Insurance Fund of the Canton of Zurich, in German) and fill it out.

- **E-Formular Kurzarbeitsentschädigung der Arbeitslosenkasse Kanton Zürich**

**Please note:** At present, we can not guarantee that the e-form will work properly if you use the browser Internet Explorer 11.

The e-form can provide assistance and **explanations**: Click "**Informationen**" at the top right of the cell.

- If you have **technical questions** regarding the e-form, please contact: finanzen.alk@vd.zh.ch.
- For all **questions regarding short-time work compensation**, please contact: kae-swe@vd.zh.ch.