

# Message *from* Employment Security Department

Commissioner Suzi LeVine



Suzi LeVine  
Commissioner

Hello Washington businesses,

We understand these are confusing, possibly difficult times for you. The Employment Security Department offers programs that can help you flex and adapt to challenges like the COVID-19 coronavirus. Below find brief summaries of our programs.

## Find the latest updates on COVID-19

We've also created a new page for workers and businesses affected by COVID-19 at [esd.wa.gov/newsroom/covid-19](https://esd.wa.gov/newsroom/covid-19).

## Helpful Employment Security Department PROGRAMS

### SharedWork

SharedWork is a powerful alternative to layoffs. The program allows you to reduce the hours of your permanent and paid hourly employees by as much as 50 percent, while your workers collect partial unemployment benefits to make up for some of their lost wages. Go to [SharedWorkWA.com](https://SharedWorkWA.com).

### Standby

When you plan to rehire a laid-off employee, you can request to place the employee on standby for up to eight weeks. Standby waives the job search requirements for your employees while they collect unemployment benefits.

You can request standby using the "Request for Separation Information" form we send you when one of your workers applies for unemployment benefits. Go to [esd.wa.gov/unemployment/temporary-layoffs](https://esd.wa.gov/unemployment/temporary-layoffs) for more information.

### Partial unemployment

If your business needs to operate on a less-than-full-time basis, you can request a status known as "Partial" for your employees. Job search requirements are waived for your employees collecting unemployment benefits if they:

- Have been hired to work full time.
- Return to at least one week of full-time work within a four-month period.
- Work at least 16 hours per week.

Visit [esd.wa.gov/newsroom/covid-19](https://esd.wa.gov/newsroom/covid-19) for more information.

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The Employment Security Department is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Language assistance services for limited English proficient individuals are available free of charge. Washington Relay Service: 711

Helpful Employment Security Department

# PROGRAMS

continued



## For you and your employees

The Paid Family and Medical Leave program at [paidleave.wa.gov](https://paidleave.wa.gov) can provide income assistance to Washington workers who need to take time off from work due to a serious health condition or to care for a family member.

If your healthcare provider certifies your illness meets the definition of “serious health condition” and you are otherwise eligible, you can use Paid Family and Medical Leave for COVID-19 cases. Medical certification can be done electronically. Find the “Certification of a Serious Health Condition” form on the **Get ready to apply** page on our website: [paidleave.wa.gov/get-ready-to-apply](https://paidleave.wa.gov/get-ready-to-apply).

The Customer Care Team at Paid Family and Medical Leave is currently backlogged, and call wait times are high. But if you absolutely need to speak to an agent, call 833-717-2273.

## OTHER RESOURCES



- Contact information to various departments at the Employment Security Department: [esd.wa.gov/employer-taxes/contact-info-for-employers](https://esd.wa.gov/employer-taxes/contact-info-for-employers)



- Resources for COVID-19-impacted businesses from the office of Gov. Jay Inslee: [governor.wa.gov/node/439842](https://governor.wa.gov/node/439842)



- Workplace information from the state Department of Health: [doh.wa.gov/Coronavirus/Workplace](https://doh.wa.gov/Coronavirus/Workplace)



- Helpful planning guide for all state businesses, courtesy of the Seattle & King County Public Health Department: [esdorcharads.newsroom/planning-for-coronavirus-pandemic-printable.pdf](https://esdorcharads.newsroom/planning-for-coronavirus-pandemic-printable.pdf)



- Resources for Washington state businesses and workers impacted by COVID-19: [business.wa.gov](https://business.wa.gov)



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