

JSAL74 Jobseeker's Allowance



S O C I A L
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A G E N C Y

Short-time working or temporarily laid off from work



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If you are working short-time or are temporarily laid off from your work, you may be able to receive Jobseeker's Allowance (JSA). To qualify for JSA, you will need to meet the conditions that other people looking for work must meet. These are explained in booklet JS40 'Helping you back to work'.

What does short-time work mean?

We can class you as being on short-time work if all the following apply.

- For a temporary period there is only a limited amount of work available for you to do with your usual employer.
- You are still under contract from your employer.
- You expect to return to full employment with the same employer.

What does temporarily laid off mean?

We can class you as temporarily laid off from work if all the following apply.

- For a temporary period there is no work available from your employer on a particular day.
- You are still under contract from your employer.
- You expect to return to work with the same employer.

Until your full employment starts again, you may be able to receive JSA.

How to make a claim?

As soon as you know you will be temporarily laid off or put on short-time work, you should ring or call into your local Social Security or Jobs & Benefits office to make a new claim for JSA.

When you come for your interview, we will check your form and ask you to fill in a Jobseeker's Agreement. We will ask your employer to confirm details of your employment.

Jobseeker's Allowance

To receive JSA you must be available for work and looking for work. If you are working short-time, this means that you must be, for the first 13 weeks:

- working for less than 16 hours a week on average;
- willing and able to start your usual job again immediately; and
- available immediately (unless you have agreed any restrictions with the client adviser or personal adviser) to take up casual work within an agreed daily travelling distance for the rest of your unworked hours, up to at least 40 hours a week.

For JSA you need to be willing to take up, immediately, work of at least 40 hours a week. This applies even if you normally worked less than 40 hours a week. However, we can make an exception if your caring responsibilities or a physical or mental condition mean that you cannot be available for this number of hours.

If you are temporarily laid off, this means that you must be, for the first 13 weeks:

- willing and able to start your usual job again immediately; and
- available for any casual work within an agreed daily travelling distance from your home, depending on any restrictions agreed between you and the client adviser or personal adviser.

After 13 weeks, you must meet the normal JSA conditions (see booklet JS40 'Helping you back to work').

Going to the Social Security or Jobs & Benefits office

We will tell you how often you need to go to the Social Security or Jobs & Benefits office and when you are likely to receive a payment.

We will probably ask you to go once a fortnight, unless you qualify to claim through the post.

You will usually receive any payment by the third working day after you go to the office.

How will you work out my allowance?

We will work out your JSA exactly the same way as for other people looking for work, except that the first few days you will probably be paid by your employer. This is called a **guarantee payment**. To find out how your benefit will be worked out, please see booklet JS40 'Helping you back to work'.

Guarantee payments

Your employer must pay you a guarantee payment if you are laid off or on short-time work.

This payment is made for up to five days. If you work less than five days a week, the number of days the payment can be made is reduced to the usual number of days you work.

A guarantee payment is treated as earnings, so after a small 'earnings disregard' (a fixed amount you are allowed to earn before your JSA entitlement is affected) your JSA will be reduced by the amount of the guarantee payment made.

If your guarantee payment is above a certain level, you will not be entitled to JSA. The Social Security or Jobs & Benefits office will give you advice on what to do.

Declaring work or earnings

You must tell the Social Security or Jobs & Benefits office every time you receive any payment (for example, guarantee payments), or do any work, even if it is for your existing employer. The Social Security or Jobs & Benefits office will ask you to fill in an earnings form B7.

National Insurance credits

You will be treated as having paid class 1 National Insurance contributions each time you receive a payment of JSA.

This will not count for any week where you work more than 16 hours.

If you want, you can only claim for your class 1 contribution credit. The Social Security or Jobs & Benefits office will be able to give you advice on what to do.

Tax

Tax will not be taken from your JSA. However, JSA does form part of your taxable income.

Holiday pay

We will send a letter to your employer, asking if you are due to receive any holiday pay or if you normally would not be working because of a recognised or customary holiday.

If you are due to receive any pay, your JSA may be affected.

After 13 weeks

As long as you meet the necessary conditions, JSA will be paid to you for the first 13 weeks. After this time, to receive JSA you must meet the same conditions as any other person looking for work. A client adviser or personal adviser at the Social Security or Jobs & Benefits office will discuss your plans to find work and draw up a new Jobseeker's Agreement with you. Booklet JS40 'Helping you back to work' gives information on these conditions.

Employment ends

If for any reason your employment ends, you must let the Social Security or Jobs & Benefits office know immediately and give them your copy of your P45. The client adviser or personal adviser at the Social Security or Jobs & Benefits office will:

- discuss your plans to find work;
- draw up a new Jobseeker's Agreement;
- let you know if your payment will change; and
- let you know when you still need to go to the office.

More information

You can find out more information from booklet JS40 'Helping you back to work'. This is available from any Social Security or Jobs & Benefits office, or you can visit your local Social Security or Jobs & Benefits office.

This leaflet gives general guidance only. It is not a full statement of the law.

This leaflet is available in large print, in Braille and on audio tape. Contact your local Social Security or Jobs & Benefits office for more details.

