

# Temporary stopped and short-time working

## What does temporarily laid-off mean?

A temporary lay off is a period when:

- your employer has no work available for a specific period (several weeks without work) for a definite or indefinite period
- you are still under contract, and
- your work is expected to resume.

## What does short-time working mean?

Short-time working means:

- you are asked to do a limited amount of work (reduced hours or days)
- you are still under contract, and
- your work is expected to resume.

You could be laid-off from work or placed on short time work because of:

- bad weather
- a breakdown of machinery
- a lack of materials
- a fall in orders
- flood or fire
- an extension of holiday period, or
- Trade disputes/lay offs elsewhere.

---

### To make a claim

Phone:  
0800 055 66 88  
Textphone:  
0800 023 48 88  
Monday to Friday  
8am to 6pm

Calls to 0800 numbers are free from BT land lines but you may have to pay if you use another phone company, a mobile phone, or if you are calling from abroad.

Calls from mobile phones can cost up to 40p a minute, so check the cost of calls with your service provider.

---

---

## Jobseekers Allowance

Your employer should notify you if there is going to be a stoppage of work.

Your employer may have already contacted the local Jobcentre Manager to see if any special arrangements can be made for you to claim Jobseeker's Allowance. If they have, your employer will tell you what will happen next.

### What will happen will depend upon:

- The numbers of workers involved.
- The length of the stoppage of work.
- The pattern of work during the stoppage

If no special arrangements have been put in place, or if your employer is unable to tell you anything other than that you are not required in work, to make a claim for Jobseeker's Allowance you should contact Jobcentre Plus.

Please turn over 

**jobcentreplus**

### Tax credits helpline

Phone:  
0845 300 3900

Textphone:  
0845 300 3909

Open 8am to 8pm

As at September 2008, calls to 0845 numbers from BT land lines should cost no more than 4p a minute with a 7p call set-up charge. You may have to pay more if you use another phone company, a mobile phone, or if you are calling from abroad.

Calls from mobile phones can cost up to 40p a minute, so check the cost of calls with your service provider.

This factsheet is only a guide and does not cover every circumstance. We have done our best to make sure the factsheet is correct as of February 2009.

Some of the information may be oversimplified, or may become inaccurate over time, for example because of changes to the law.

### Claiming Jobseeker's Allowance when temporarily laid-off

To claim Jobseeker's Allowance while you are temporarily laid-off (or temporary stopped) you must be:

- willing and able to resume work immediately the stoppage ends; and
- available to take up any casual work, subject to any restrictions agreed.

### Claiming Jobseeker's Allowance when short-time working

To claim Jobseeker's Allowance while you are short-time working, you must be:

- working less than 16 hours per week on average;
- willing and able to resume work immediately the stoppage ends; and
- able and willing to take up casual work within daily travelling distance for the balance of un-worked hours up to a total of 40 hours a week.

If you remain temporary stopped or on short time working, your availability for work will be reviewed by an adviser in the Jobcentre.

### Working Tax Credit and temporary stopped/short time working

One of the conditions of entitlement for Working Tax Credit is that you are engaged in remunerative (paid) work. You must:

- be working at the date of claim
- be working at least 16/30 hours a week as appropriate
- expect the work to last at least 4 weeks, and
- expect to be paid for the work done.

If you are temporary stopped or on short time working, you can still be considered as normally engaged in remunerative work for tax credits purposes if:

- for a temporary period there is no work available for you to do for your employer
- you are still under a contract of service which has not been terminated, and
- you clearly expect to return to employment with the same employer.

You should inform HM Revenue and Customs within 4 weeks of having your hours reduced to less than 30.

### Guarantee payments

Employers are required by law to pay you a Guarantee payment to you if you are laid off or on short-time working. These payments are made every three months.

This payment is made for a maximum of five days. It is treated as earnings when assessing any Jobseeker's Allowance payable.



### Useful websites with more information

Temporary lay-offs: [www.directgov.co.uk](http://www.directgov.co.uk)

Jobseeker's Allowance: [www.jobcentreplus.gov.uk](http://www.jobcentreplus.gov.uk)

Information about tax credits: [www.hmrc.gov.uk](http://www.hmrc.gov.uk)

**JSAFact02**  
v1.0 (February 2009)

Produced by Jobcentre Plus,  
part of the Department for  
Work and Pensions