

APPLICATION TO MODIFY APPROVED SHARED-WORK PLAN

Employer Information

Employer name:	Employer account:
Telephone:	Extension:
Contact person:	Email:
Title:	Plan number:

The employer requests to modify the approved Shared-Work plan identified above as follows for unclaimed week(s) effective _____, and going forward:

- Change the number of weeks the Shared-Work plan will be in effect from _____ weeks to _____ weeks. (The maximum duration of a Shared-Work plan is 52 weeks.)
- Change the reduction percentage from ____ percent to ____ percent. (The reduction percentage must be no less than 20 percent and no more than 40 percent.)
- Add newly anticipated weeks during the effective period of the plan when participating employees' hours of work will be reduced by more than the reduction percentage due to holidays, designated vacation periods, equipment maintenance or other similar circumstances. The applicable dates and weeks are:

Remove Employee(s):

Name(s)	SSN(s)	Reason for Removing And Effective Date of Removal

Explain the reasons for the change(s):

The decision to approve or disapprove modification of an approved Shared-Work plan is a matter within the department's discretion. If the proposed modifications would cause the plan to violate the requirements of the UC law, the department will disapprove the proposed modifications and terminate the plan.

I certify that all information I have provided in this document is correct and complete. I acknowledge that false statements in this document are punishable pursuant to 18 Pa. C.S. §4904, relating to unsworn falsification to authorities.

Employer: Printed name and Signature

Date

Title

The authorized collective bargaining representatives certify that they approve the Shared-Work Plan set forth in this application to modify.

Union Name, Local Number, Position Title

Authorized Union Representative: Printed name and Signature

Date

A person who knowingly makes a false statement or knowingly withholds information to obtain UC benefits commits a criminal offense under section 801 of the UC Law, 43 P.S. §871, and may be subject to a fine, imprisonment, restitution and loss of future benefits.

Send completed application to modify the approved Shared-Work plan through the Shared-Work file transfer protocol (FTP) at <https://sharedwork.dli.pa.gov/swupload>.

This FTP is a secure method of transmission and facilitates timely UC processing.

Please be advised that the department cannot guarantee the security of personally identifiable information submitted via unsecured means such as: fax or unencrypted email systems.