



Request to Add New Employee to an Existing Shared Work Plan

Before adding new employees to an existing Shared Work Plan, information must be provided to the Connecticut Department of Labor to determine if the addition is allowable.

Please provide the following information:

1. Employer Name: _____
2. Contact name: _____
3. Company phone#: _____
4. Email: _____
5. Plan #: _____
6. Employee name: _____
7. Social Security number: _____
8. Date of Hire: _____
9. Total gross earnings (if hired within the last 6 months): _____
10. Has company criteria been satisfied for designation as a full time, permanent employee?
For example, have they passed the company probationary period? ____ Yes ____ No
11. Name of affected unit: _____
12. Reason why employee needs to be added to the plan: _____

13. If a brand new hire, why is the company hiring new employees when they don't have full time work available for existing employees? _____

14. What date would you like the employee to start on this plan (must be a Sunday) : _____

Once this information is reviewed by the Labor Department, a determination will be provided to the company as to whether the addition will be allowed. Under no circumstances is an employee to be listed on a weekly certification without first being approved.

Please fax or mail this information to:

**The Connecticut Department of Labor, Shared Work Unit
200 Folly Brook Boulevard
Wethersfield, CT 06109
Attn: Shared Work Program
Fax: (860)-263-6681**

(Signature of company official)

(Date)