



**An Roinn Gnóthaí Fostaíochta  
agus Coimirce Sóisialaí**  
Department of Employment Affairs  
and Social Protection

IMPORTANT INFORMATION FOR EMPLOYEES WHO ARE BEING LAID OFF OR PUT ON A SHORTER WORKING WEEK AND REQUIRE FINANCIAL ASSISTANCE FROM THE DEPARTMENT OF EMPLOYMENT AFFAIRS AND SOCIAL PROTECTION.

Dear Employer,

The Department of Employment Affairs and Social Protection is currently contacting employers in relation to the financial supports that are available to employees who may find themselves in the very difficult position of being laid off or placed on a reduced working week.

Where an employee is laid off they will have to apply for a Jobseeker's payment from the Department in the normal manner however as a temporary measure a new Covid-19 Pandemic Unemployment Payment has been introduced for anyone whose employer is unable to continue to pay them. This emergency payment will be fast tracked and provide a weekly payment until a claimant's Jobseeker's application is processed. The payment is available to all employees and the self-employed who have lost employment due to the pandemic. The payment will be paid at a rate of €203 per week for up to a maximum 6 weeks or until the person's Jobseeker's payment is processed. Details on how employees apply can be found at the following link

[www.gov.ie/pandemicsupport](http://www.gov.ie/pandemicsupport)

Where employers, who have to cease trading because of the impact of social distancing, continue to pay workers they will be able to claim refunds from the Department of Employment Affairs and Social Protection. A refund scheme is being established for this purpose. This refund will be for €203 per worker per week. This means that workers retain their link with employers and there is no need for them personally to submit a Jobseeker's claim. The details of this scheme are being finalised however employers can continue to pay staff and any claims will be backdated. Information for employers including the refund can be found at the following link.

<https://www.gov.ie/en/publication/612b90-covid-19-information-for-employers/>

Please ensure that any employees are made aware of the new application arrangements if their employment is affected and you are unable to continue to pay them. An application pack is attached for distribution to relevant staff and contains all the details they require to make an application.

In summary the process is as follows for those not being paid through the employer refund route.

1. Employee to fill in the one page application form in the attachment and return it to the PO box stated in the application pack.
2. As the payment will run for a maximum of 6 weeks an application for a Jobseeker's payment should be made within this period if applicable (If the period of lay off is lasting longer than 6 weeks). Details of how to make this application are included in the attached application pack.

Employees should then make an application for Jobseeker's payment or for those placed on a shorter week a claim for Short Time Work Support payment. We are asking that applications are made online or via post. Details on how to apply for these payments can be found in attached document or online at [www.gov.ie/pandemicsupport](http://www.gov.ie/pandemicsupport).

If you as an employer have any queries please contact the employer relations team on [EmployerRelations@welfare.ie](mailto:EmployerRelations@welfare.ie).

We will keep you up to date with any further developments.

Kind Regards

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Employer Relations Team

Dublin & Mid Leinster Division

Department of Employment Affairs and Social Protection