

99038003017000

Kurzarbeitergeld Bewilligung

Heruntergeladen am 28.06.2025

<https://fimportal.de/xzufi-services/576854/B100019>

Modul	Sachverhalt
Leistungsschlüssel	99038003017000
Leistungsbezeichnung I	Kurzarbeitergeld Bewilligung
Leistungsbezeichnung II	Apply for short-time allowance
Typisierung	1 - Bund: Regelung und Vollzug
Quellredaktion	Bund
Freigabestatus Katalog	fachlich freigegeben (gold)
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	
Verrichtungskennung	Bewilligung (17)
SDG-Informationsbereich	Zugang zu Finanzmitteln auf nationaler Ebene
Lagen Portalverbund	Sonderregelungen der Arbeitszeit (2030700), Finanzierung zur Krisenbewältigung (2060300), Wirtschaftsförderung (2060500)
Einheitlicher Ansprechpartner	Nein

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Fachlich freigegeben am	06.07.2023
Fachlich freigegeben durch	Federal Ministry of Labor and Social Affairs (BMAS)
Handlungsgrundlage	https://www.gesetze-im-internet.de/sgb_3/_95.html
Teaser	<p>If an unavoidable temporary loss of working hours occurs in your company, short-time working allowance can be paid in full or in part for your employees. The loss of earnings is partially compensated by short-time working allowance and is intended to prevent redundancies.</p>
Volltext	<p>In difficult economic times, employment costs can be a burden for the company. If, for example, a company suffers a loss of working hours due to an acute crisis situation because production has to be restricted due to a lack of supplies, short-time working may be indicated. During short-time working, employees temporarily work less or not at all. The short-time working allowance then partially compensates for the loss of earnings. It is intended to relieve your company and help to preserve jobs.</p> <p>Employers are responsible for reporting the loss of work and applying for short-time working allowance. Employees do not have to do anything. Short-time working can be introduced for the entire company or for individual departments. The amount of short-time working allowance depends on the employee's income and the actual loss of work/earnings during the period of short-time working:</p> <ul style="list-style-type: none"> • 60 percent of the lost net wage for employees without a child in the household • 67 percent of the lost net wage for employees with at least one child in the household <p>You will receive the short-time working allowance at the earliest from the calendar month in which the Federal Employment Agency receives your notification of the loss of earnings. The short-time working allowance is a reimbursement benefit. As an employer, you initially pay wages and salaries to your employees in advance. The short-time working allowance is settled</p>

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monthly in arrears with the Federal Employment Agency at the payroll office and paid to you retroactively.

Erforderliche Unterlagen

- Notification of absence from work (form) Enclosure, if applicable, company agreement with the works council on short-time work Enclosure Statement of the works council, if applicable Enclosure, if applicable, copy of the parts of the collective agreement relevant to short-time work
- Application for short-time working allowance (form) Payroll list for short-time working allowance - attachment to benefit application (form)

Voraussetzungen

Short-time working allowance can be applied for in the event of temporary and unavoidable loss of working hours

- for economic reasons or
- as a result of an unavoidable event (e.g. temporary closure of a business by the authorities)

Minimum requirements:

- An entitlement to short-time working allowance only exists if at least one third of employees are affected by a loss of earnings of more than 10 percent of gross pay in each case. You can find out more on the website of the Federal Employment Agency.

Company requirements:

- Your company or company department employs at least one employee
- Short-time working allowance can also be granted for one department only

Personal requirements:

- Employees subject to social security contributions who have not been dismissed and with whom no termination agreement has been concluded

Further prerequisite:

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	<ul style="list-style-type: none"> • Notification of loss of working hours to the Federal Employment Agency, accompanied by a statement from the works council
Kosten	Gebühr: Es fallen keine Kosten an There are no costs.
Verfahrensablauf	<p>You can apply for short-time working allowance in writing or online. However, you can also use KEA (Kurzarbeitergeld-Dokumente elektronisch annehmen) if necessary.</p> <p>The procedure is in two stages: first you report the loss of working hours, then you submit the application.</p> <p>If you want to apply for short-time working allowance in writing:</p> <ul style="list-style-type: none"> • You give your employees notice of the short-time working. A works agreement is often concluded with the works council. If there is no works council, you must obtain the consent of all employees who will be affected by short-time working. • You notify the competent office of the employment agency in writing of the short-time working (notification of loss of working hours). • The employment agency checks the notification and decides whether short-time working allowance can be granted. • You calculate the monthly wage and salary payments as well as the short-time working allowance • You pay the wages for hours worked and the short-time working allowance for hours not worked to your employees and pay the social security contributions. • You apply for reimbursement of the short-time working allowance retroactively each month at the responsible office of the Employment Agency (application for short-time working allowance and payroll list). • The employment agency checks the application and the payroll list and transfers the approved short-time working allowance. • Once the short-time work has been completed, the employment agency checks the submitted statements

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and, if necessary, corrects the approved short-time work allowance.

If you want to apply for short-time working allowance online:

- You submit the notification of loss of working hours, the application for short-time working allowance and any other documents via the Federal Employment Agency's "eServices" online portal.
- The remaining procedural steps are the same as the written procedure.

If you want to use KEA (accept short-time working allowance documents electronically) for the application for short-time working allowance and the associated payroll list:

- You will need certified payroll software that supports transmission using KEA.
- In this case, you can transmit your application for short-time working allowance and the corresponding payroll list to the Employment Agency fully digitized and securely from your payroll software.
- It is not possible to transmit the notification of loss of working hours via KEA.

Bearbeitungsdauer

0 - 15 Werktag(e)

The notification/application is usually processed within 15 working days.

Frist

1 Monat(e)

The objection must be submitted to the employment agency that issued the decision within one month of receiving the decision.

3 Monat(e)

You must submit the application for short-time working allowance within 3 months of the end of the calendar month for which you wish to apply for short-time working allowance.

You will receive short-time allowance at the earliest from the calendar month in which the Federal Employment Agency receives your notification of the loss of working hours.

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weiterführende Informationen	https://www.arbeitsagentur.de/unternehmen/finanziell/kurzarbeitergeldformen/kurzarbeitergeld-anzeige-antrag-berechnung https://www.arbeitsagentur.de/unternehmen/download-center-unternehmen
Hinweise	
Rechtsbehelf	<ul style="list-style-type: none"> • Objection • Action before the social court
Kurztext	<ul style="list-style-type: none"> • Short-time working allowance approval • Application in two stages: Notification of loss of working hours to the Federal Employment Agency Monthly application for reimbursement of short-time allowance (benefit application) • Short-time working allowance is generally paid to employees by the employer. The employer then applies for reimbursement. • Reimbursement at the earliest from the calendar month in which the loss of working hours was reported • Amount depends on the employee's income and the actual loss of work/earnings during short-time working • Reference period for short-time working allowance maximum 12 months • Responsible: Federal Employment Agency (BA)
Ansprechpunkt	
Zuständige Stelle	
Formulare	Forms available: Yes Written form required: Yes Informal application possible: No Personal appearance necessary: No Online services available: Yes
Ursprungsportal	Kurzarbeitergeld Bewilligung, Kurzarbeitergeld Bewilligung