



What is the deadline for the submission of the monthly statement for short-time working?

After the end of the month in which short-time working occurs, businesses must complete an online procedure on MyGuichet.lu so that ADEM can draw up a statement.

In practice, for each month of short-time working, the employer or their representative receives an email/mail from ADEM inviting them to fill in the online form.

The statement for a given month can only be made after having received an email or letter sent by ADEM to the employer and, if necessary, to his representative. It contains the reference number of the file related to the request for partial unemployment "CHP2020XXXXXXXXXXXX".

During the state of crisis, the employer had a period of 3 months following the month of the occurrence of short-time working. For example, for the application for short-time working in March 2020, the employer must have submitted his statement by 30 June 2020 at the latest.

From July 2020, the employer has a period of **2 months** to submit the statement. After this period, he is no longer entitled to compensation. Example: For the application for short-time working in July 2020, the employer must submit the statement by 30 September 2020 at the latest.

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