

APPLYING FOR EMPLOYMENT INSURANCE BENEFITS

Important Notice for School-Related Employees – 2013

The information below will assist you in completing your application for EI benefits. Ensuring your application is completed correctly and on time will help reduce processing delays.

How to File?

Go to: www.servicecanada.gc.ca - select "Apply for Employment Insurance".

Reference Code

A reference code has been assigned to facilitate the processing of school board claims. When you begin the online application process, you will be asked to enter a reference code. Your reference code is: **4812012013092013**. This reference code is valid from June 4th to September 1, 2013.

Note: The reference code should only be used if you are applying for **regular** benefits. **Do not use the reference code if any of the following applies to you:**

- the reason for separation from your employment is other than a temporary layoff or shortage of work,
- you are applying for special benefits, i.e. sickness, maternity, parental or compassionate care benefits, or
- You are pregnant and you would like to automatically switch to maternity benefits immediately after collecting regular benefits.

When to File?

Submit your application around the same time your Record of Employment (ROE) is issued. **Do not wait more than 4 weeks after your last week of work to file your application or you may lose benefits**

If you have any weeks left on your previous claim it will automatically be renewed. If you wish to start a new claim contact our EI call centre at 1 800 206-7218 prior to making your application.

- If your claim is reactivated and you work after the start of the claim, you may be able to establish a new claim when your existing claim runs out.
- In order to establish a new claim you must have enough insurable hours and meet the qualifying conditions for a new claim.
- If a new claim is established instead of reactivating your existing claim, the remaining week's payable on the existing claim will be lost.
- A two-week unpaid waiting period must be served on a new claim before you are entitled to receive payment.

If there are **4 weeks or less payable** on your claim and you do not work after your claim is reactivated, you will **not** need to complete another application. **In all other cases**, you will have to file a new application once you receive your final payment notice for your existing claim.

Statutory Holidays

You may be asked on your application and/or EI reports to provide details about statutory holiday pay. Statutory holiday pay must be reported, therefore, the following information is provided to help you with completing the details. The statutory holiday pay must be reported in the week the statutory holiday, or day off in lieu of the statutory holiday occurs.

Submitting your Record of Employment

Record of Employment (ROE) - If your employer issues Records of Employment (ROEs) in paper format, you must request copies of all ROEs issued during the last 52 weeks. You will need to provide us with these paper ROEs - we cannot finalize your application until we receive them. You must either mail us your paper ROEs or drop them off in person at a Service Canada Centre. The Service Canada Centre addresses will be provided once you have completed your online application.

- ✓ If your employer submits ROEs electronically to Service Canada, you do **not** need to request a copy of your Record of Employment from your employer

However, should you wish to obtain a copy of your ROE that has been submitted electronically, you can do so via My Service Canada Account (MSCA) at the following Website:

<http://www.servicecanada.gc.ca/eng/online/mysca.shtml>

Teaching Related Occupations

The EI Legislation does not permit persons engaged in the occupation of teaching to receive benefits unless:

- The individual's contract for teaching has terminated;
- The individual's employment in teaching was on a casual or substitute basis; or
- The individual qualifies to receive benefits based on non-teaching employment.

Traditionally, persons engaged in the occupation of teaching are Teachers or Instructors. However, Early Childhood Educators and Education Assistants may also be engaged in the occupation of teaching.

Teaching is comprised of, among other things, teaching subjects related to the school curriculum, such as reading, writing and arithmetic or specialized subjects. Where an individual assists a full time teacher in the classroom, provides care to children, but does not perform any teaching duties, they are not considered to be teaching.

Please consider carefully, how this information applies to **your** specific employment situation, when responding to the following question on the online application for benefits:

Have you taught any part of the school curriculum at any of the following levels in the last 2 years?

- Nursery/Early Childhood/Daycare/Preschool/Pre-elementary/Kindergarten
- Elementary/Primary/Secondary/High School
- Vocational/Private School
- Adult Education (All levels)

As it is for all workers in Canada, a decision on entitlement to EI benefits is based on each individual's specific employment situation and not on general occupational categories or job titles.