

# APPLYING FOR EMPLOYMENT INSURANCE (EI) BENEFITS

## IMPORTANT NOTICE FOR TEACHERS – 2017

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](http://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:

**4317012017724665**

The reference code must be entered **exactly as shown**.

Be sure to apply between May 29, 2017 – August 25, 2017, since your reference code is only valid during this time period.

**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.
- 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 weeks payable on the existing claim will be lost.
- A one-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 in the week the statutory holiday or the day off in lieu of the statutory holiday occurs.

### **What to Submit?**

**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 provide a copy of your Record of Employment from your employer.
- ✓ **Teacher's Contract** - If you had a teaching contract with a school district for the 2016-2017 school year and/or if you have received an offer of a teaching contract with a school district for the upcoming school year, you are required to provide a copy of your contract(s). If you have not been provided with a copy, please give the date the offer was accepted.

To obtain a copy of your ROE that has been submitted electronically or confirm that it has been issued, you can do so via My Service Canada Account (MSCA) at the following website:

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

### **Receiving a Pension?**

If you are currently receiving a pension OR you will be receiving a pension within the next 52 weeks, you will need to provide us with the type of pension, the monthly amount, and the date when your pension first started being paid.

#### **Service Canada On-line Services**

Not only can you file an application on-line, but you can also submit your bi-weekly reports, view your claim information, change your address AND add, change or stop direct deposit at

<https://www.canada.ca/en/services/benefits/ei.html>.

**If you have any questions or require additional information, please contact our EI Call Centre at 1-800-206-7218.**