

EMPLOYMENT INSURANCE (EI)

IT'S YOUR RIGHT!



What is Employment Insurance (EI)?

EI is a benefit paid to you when you lose your job. It is paid out by a Federal Government office called Service Canada. Both you and your boss contribute to this plan. It is your boss' responsibility to deduct EI from your pay. This should be recorded on your pay slips.

Special Benefits under EI

Your contributions also allow you to receive Sick benefits, Maternity and Parental Leave and Compassionate Leave (Family Medical Leave). You need 600 hours to qualify.

Do I Qualify for Employment Insurance?

Shortage of work? Fired or forced to quit? You may be able to get EI benefits. To collect EI, you need to have worked 910 hours in the 52 weeks before your last day of work if this is your first job. If you have worked before, you may only need between 420 to 700 hours.

EI also considers the reason that you are no longer working. If you were fired or quit, it may be more difficult to collect EI. Write an explanation of what happened and submit it with your Record of Employment (ROE).

How Do I Apply?

Go to the nearest Service Canada office to apply for EI or apply online. Make sure to apply within 4 weeks of your last day of work. It may be more difficult to get benefits if you apply after 4 weeks. Bring your Record of Employment (ROE) for every job you had during the past 52 week period.

Information You Need When Applying

Before you fill out the application, make sure you have your Social Insurance Number (SIN), your banking information for direct deposit and all the information about your company (address, name of boss etc) and yourself. If you are applying for sick benefits, you should try to get a note from your doctor. If you quit or were fired, you will need to explain what happened in your application. Call us if you need advice on what to write.

ALERT

You MUST report to EI

It is very important that you complete reports online, by phone or in person every 2 weeks. If you do not your claim will become inactive. Respond to EVERY letter or request for information you receive from EI. You DO NOT need to report when you are on Maternity or Parental Leave.

RECORD OF EMPLOYMENT (ROE)

Your boss must give you a Record of Employment (ROE) every time you leave a job. This document is important because it allows you to apply for Employment Insurance (EI).

The ROE records the following information from your last place of work in order to calculate your benefits and the number of weeks you will receive them:

- Your name & name of company
- Total hours worked in a 52 week period
- Total gross wages earned in a 26 week period
- Reason for leaving

You must get the ROE within 5 working days OR on the next pay period.

No ROE? Is your boss refusing to give you an ROE?

Go to the EI office and fill out a "Missing ROE" form. They will request it from your boss. You should still apply without it.

QUIT? FIRED?

If your ROE says that you were FIRED or QUIT, you may be told that you will not get EI benefits. Write a letter of explanation about what really happened. Submit it with your ROE. Call us if you need help with this letter.

There's a mistake on the Record of Employment. What can I do?

First call your boss to have your ROE corrected. If your boss won't change it, submit a letter to EI explaining the correction. Keep a copy of this letter for your records.

Reason for Leaving on ROE

Your boss must write down a reason for leaving on your ROE. Some reasons they can give are: fired, quit, illness or injury, shortage of work, temporary lay-off, pregnancy, parental, compassionate leave and "other". The reason for being out of work will affect your eligibility.

Working for cash? No deductions?

You may still be able to apply for EI. Make sure you have as much information as possible to show the hours that you worked, keep copies of pay slips, bank records and even your own records of the dates and hours you worked. It is the employer's responsibility to make the correct deductions from your pay. You may be eligible for benefits. Call us for advice on how to apply to EI.

Problems After Applying

My claim was rejected.

You have 30 days to send your letter of appeal. Contact a Legal Clinic for help to file an appeal. If you are finding it hard to pay the bills, apply for Emergency Social Assistance. If you get EI, you will have to pay back social assistance.

I applied a long time ago but haven't heard anything.

You should receive a decision on your application within 4 weeks of applying. Call EI as soon as possible to find out what is causing the delay. EI may ask you for more information.

Temp Work Alert: ROE

The Temp agency has to give you an ROE. If you have not worked or received income for 7 days, ask the Temp Agency for an ROE. This does not mean you are quitting. Tell this to the Temp Agency. You are considered "laid off" after 7 days of no work or income and can apply for EI benefits if you have enough hours.

GET SUPPORT.

Workers' Action Centre

(416) 531-0778

www.workersactioncentre.org

Centre for Spanish Speaking

Peoples: 416-533-0680

South Asian Family Support

Services: 416-431-4847

Tamil Eelam Society: 416-757-6043

Thorncliffe Neighbourhood Office:

416-421-3054

East Scarborough Storefront :

416-208-9889

211.ca



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