

# Important Notice for School-Related Employees New Brunswick 2017/2018

## Applying for Employment Insurance

Each year Service Canada makes every effort to ensure processing of EI claims for workers in school-related occupations is as seamless as possible. When we receive accurate information, it reduces delays in processing your application and helps us serve you better. The following information is provided to assist you in completing your application for benefits.

### How and when to apply

Please be sure to submit your application as soon as you stop working. You must complete the application for EI benefits online. You can use any computer with Internet access and visit the Service Canada Web site at [www.servicecanada.gc.ca](http://www.servicecanada.gc.ca)

### Reactivating Existing Claim

If you started a new EI claim within the last 52 weeks and there are still weeks payable on that claim, **we will automatically reactivate (renew) the existing claim** upon receipt of your application.

If your claim cannot be reactivated for any reason, this application will be considered for a new claim.

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.

If you prefer to start a new claim instead, please contact us at 1-800-206-7218 prior to beginning your application. Your decision to start a new claim is final and cannot be reversed. Some considerations to be aware of before making this decision are:

- 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 weeks 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.

## 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.

- If your employer recognizes the statutory holiday on the day that the holiday occurs, the statutory holiday pay must be reported in the week in which the day off occurs (e.g. Canada Day: Saturday, July 1 - Day off observed Saturday, July 1).
- If your employer recognizes the statutory holiday on a *different day* other than where the holiday occurs, the statutory holiday pay must be reported in the week in which the day off occurs (e.g. Canada Day: Saturday, July 1 - Day off observed, Monday July 3).

Use the date-provided by your employer in the chart below to report your statutory holiday pay on your application and/or EI reports.

Statutory Holiday	Date	When to report
<i>Example:</i> Canada Day	July 1, 2017	<b><u>(insert date of stat or observed stat day –whichever is applicable)</u></b>

## Submitting your Records of Employment

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>

## 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. **For New Brunswick**, your reference code is: **1640012017208652**. The reference code is case sensitive so **enter it exactly as shown**.

**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.

### **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.

However, anyone who teaches, regardless of the time spent in teaching, the subject, or the individuals being taught, is considered to be in the occupation of teaching, for the purposes of the EI Legislation.

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.