

## Important Notice for School-Related Employees – 2014 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).

Please note that a **reference code is no longer required** to submit your Employment Insurance application.

### Reactivating Existing Claim

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

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.

### 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: [www.servicecanada.gc.ca/eng/online/mysca.shtml](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.

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.