

Employment Insurance Guidelines for 10 Month and 10 Month +10 day Employees

Reference Code for December 2015 filing is:

3511012015201512

Valid from December 18 2015 to January 15 2016

Do I have to report Stat Holidays?

You must report Stat holiday pay and the 3 floater days. During the 2 week period of Christmas shut down you will receive your regular pay for 6 of the 10 ten days off. You can only claim EI benefits for the remaining 4 days, these days will be December 21,22,23,24

What earnings do I report?

You must report regular earning and vacation pay received. You can calculate your vacation pay on a daily basis by logging in to the payroll portal and taking your vacation amount and dividing it by the number of days you received pay during that pay period. Add that amount to your daily earnings.

Example:

$\$24.06$ (hourly rate) X 7 (hrs worked) = $\$168.42$

$\$95.00$ (vacation pay on payroll portal) ÷ 10 (days paid during pay period) = $\$9.50$

$\$168.42 + \$9.50 = \$177.92$

This means the reported daily rate including vacation pay would be $\$178.00$

If you have opened a new claim there is a 2 week waiting period before any money from E.I is payable. Service Canada will automatically determine when a new claim is to be opened based on your past filing history. This may be at any of the reporting periods Christmas, March Break or Summer. If you need information on the status of your claim or information regarding filing your claim please call Service Canada at 1800 531 7555 or visit their website at servicecanada.gc.ca

There are rules around allowable earnings when claiming EI, please visit Service Canada's website or call for more information.'