

## AIRLINE CENTRAL LODGE 2323 I.A.M.A.W.

### Administrative Offices

You may have gotten a notice that you are now on Off Duty Status (ODS), or lay-off, here's what you need to know.

Even if you are on ODS, you can still apply for EI. Start your application the day you receive your notice. Do not wait.

**You do not need to wait for your employer to issue an ROE**, but you will need the last three pay stubs.

If you need help don't hesitate to contact your union rep or HR for help.

Here's what you need to before you start:

- All applications are online.
- For **EI regular benefits**, you will need the following **personal information**:
  - your Social Insurance Number (SIN). If your SIN begins with a 9, you need to supply proof of your immigration status and work permit.
  - your mother's maiden name.
  - your mailing and residential addresses, **including the postal codes**.
  - your complete banking information to sign up for direct deposit, including the financial institution name, bank branch number, and account number
  - names, addresses, dates of employment, and reason for separation for all your employers over the last 52 weeks
  - your detailed version of the facts (if you quit or have been dismissed from any job in the last 52 weeks)
  - the dates, Sunday to Saturday, and earnings for each of your highest paid weeks of insurable earnings<sup>m</sup> the last 52 weeks or since the start of your last EI claim, whichever is the shorter period. This information will be used, along with your Record(s) of Employment, to calculate your benefit rate.

If you are reactivating an existing claim:

- the salary amount you received, before deductions, for the last week you worked (from Sunday to your last day of work), including insurable tips and commissions
- any other amount you received or will receive (such as vacation pay, severance pay, pension payments, pay in lieu of notice, and other money)

## LAI D OFF DUE TO WORK CLOSURES?

- Apply for regular EI benefits
- You will need 700 work hours in last year
- You will need a ROE saying you've been laid off from your employer to get benefits
- There is a 1-week wait period (so you will not be paid for 1 week)
- Apply online:  
<https://www.canada.ca/en/services/benefits/ei.html>
- Call 1-800-206-7218 for more info

## UNABLE TO WORK DUE TO SELF-QUARANTINE?

- Apply for EI Sickness benefits
- You will need 600 work hours in last year
- You do not need a ROE or sick note to qualify
- The 1-week wait period has been waived
- Apply online:  
<https://www.canada.ca/en/services/benefits/ei.html>
- Call 1-833-381-2725 for more info

## LAI D OFF AND INELIGIBLE FOR EI?

- Apply for the Emergency Support Benefit.
- Amounts and eligibility has not yet been announced
- Applications will be available in April via CRA MyAccount, My Service Canada Account, and a yet to be released toll-free number

## SELF-QUARANTINED & INELIGIBLE FOR EI?

- Apply for the Emergency Care Benefit for workers not eligible for EI (including self-employed) who are sick with COVID-19, quarantined, or taking care of a family member with COVID-19.
- Up to 15 weeks of benefits, up to \$900 bi-weekly.
- Applications will be available in April via CRA MyAccount, My Service Canada Account, and a yet to be released toll-free number

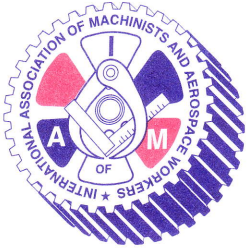
## UNABLE TO WORK DUE TO SCHOOL CLOSURES?

- Parents with children who require care due to school closures can apply for the Emergency Care Benefit.
- 15 weeks of benefits, up to \$900 bi-weekly.
- Applications will be available in April via CRA MyAccount, My Service Canada Account, and a yet to be released toll-free number

## DO I QUALIFY FOR WORKSAFE BENEFITS?

- WorkSafe benefits are not available for preventative measures or non-work-related exposure
- Only file a claim for COVID-19 virus infection contracted through work-related exposure.
- Call 1-888-967-5377 for more info





# AIRLINE CENTRAL LODGE 2323 I.A.M.A.W.

## Administrative Offices

Please note that the only change that's been made to EI is to El sickness benefits, and the work sharing program, where the one week waiting period is waived and those claiming sickness benefits are prioritized over others. A medical certificate is not required, but if members can get one, it certainly makes the process smoother.

Service Canada now has a dedicated line for inquiries on changes to EI sickness benefits: 1-833-381-2725

### What is a waiting period and how has it changed?

- A waiting period is a period of time in which an employee does not receive EI Sickness Benefits.
- Normally, there is a one (1) week waiting period for EI Sickness Benefits, in which an employee would not receive payment. For example, if an employee were under quarantine or self-isolated for two (2) weeks, they would only receive one (1) week of EI Sickness Benefits.
- The Government has now waived the one (1) week waiting period. This means employees will now be able to access benefits for their period of absence, up to a maximum of 15 weeks.

### Is a doctor's note required to access EI Sickness Benefits?

- Normally, a medical certificate (signed by a qualified medical professional) is required to access the benefits.
- As of March 11, 2020, the Government has stated that they are waiving the medical note for individuals required to go into quarantine by law or by a public-health official.
- Should the quarantine period or self-isolation period be extended, a signed medical certificate may still be necessary.

### What does EI Sickness Benefits provide?

- Financial support for eligible workers who:
  - are unable to work for a medical reason (which now includes being subject to quarantine or self-isolation);
  - have experienced a decrease in regular weekly earnings of more than 40% for one week; and
  - have accumulated 600 insured hours of work in the 52 weeks before the start of the claim.

### How much can an employee claim and for how long?

- EI Sickness Benefits pay 55% of an employee's insurable earnings, up to a maximum of \$573 per week, less applicable taxes.
- Employees can claim these benefits for a maximum of 15 weeks.

### Service Canada:

- The one-week waiting period for El sickness benefits will be waived for new claimants who are quarantined so they can be paid for the first week of their claim
- Priority EI application processing for EI sickness claims for clients under quarantine
- People claiming EI sickness benefits due to quarantine will not have to provide a medical certificate
- People who cannot complete their claim for EI sickness benefits due to quarantine may apply later and have their EI claim backdated to cover the period of delay

## Guidance for Local Lodges and District Lodges

To help your local get organized and prepared to help members applying for EI, you can do the following;

- 1 LL officer should go to Service Canada office and ask to have an agent assigned to assist with any problems your local members may have obtaining their benefits
- 2 Members experiencing lay off Go to Government of Canada web site and register for My Service Canada to obtain a personal access code to file for Employment Insurance Benefits on line
- 3 Go to Government of Canada web site and go to Internet Reporting Service – here you can apply for EI benefits.
- 4 Ask your employer when your ROE will be filed with Service Canada
- 5 Locals and employers can look at putting together adjustment committees that can assist members now and in the future