

Letter of Denial

If you have been informed by Employment Insurance that your EI benefits have exhausted you **must** re-apply for benefits. This process will generate the official letter of denial which will be sent to you stating you no longer qualify due to any insurable hours. The letter stating your last payment is **not** acceptable. Please bring a copy of this letter to bring to Diane Migliarini, Hourly Personnel Office, Windsor Engine Plant, 2nd Floor (just off the catwalk) or Fax to 519-257-4213.

After Hourly Personnel receives this letter, your SUB benefits will be topped up retroactively to when EI stopped paying you and will continue as long as you have SUB credits remaining. No SUB credits will be reduced for any retroactive pay.

New Waiting Periods (WP)

If you are out on a current open claim and EI is having you serve a new WP1, please be sure to call Diane at 257-4214, leave your name and Global ID so she can restart your WP's for SUB.

If you have just been laid off from the Company, Diane will start the SUB process automatically, no need to call in.

Using WP's from S&A or WSIB

Please see Union Benefit Representative to assist in the application to use either S&A or WSIB as waiting time on an EI claim. Once EI has approved it is up to the employee to submit proof to the SUB office to change WP's. This proof can be found on "**View of Info**" on the HRDC website (www.canada.gc.ca).

Union Benefit Representatives

Pat Freeland - 257-2412 - WEP

Jerry Ferguson – 944-9277-EEP/WAP

ROE's Record of Employment

ROE's are sent directly from Oakville to Employment Insurance, there is no need to request an ROE. When applying for benefits select the option "**Company will submit the hard copy on my behalf**".

If you require a copy of an ROE for Insurance purposes, please call Mike Abson, Timekeeping at 257-4145.

IMP – Income Maintenance Plan

Once you are down to 3 SUB credits remaining, please call Diane at 519-257-4214, leave your name and global Id, advise you are applying for IMP and she will call you back when your application is ready for you to sign.

IMP Tips

There is no waiting time between SUB and IMP.

You are allowed to make \$174 per week, anything after that is charged \$ for \$

If you are earning more than \$174.00 per week you will need to bring in or fax your pay statement to Diane for adjustments to your IMP claim.

IMP is 60% of your gross earnings

You cannot stop IMP... if you do you will lose all remaining IMP credits.

EI after IMP

If you have not found employment when your IMP has exhausted you can apply for EI benefits once again. You will require your first and last day of IMP to file for EI.

EI Clawback

Bring in to one of the following locations:

Workforce Adjustment Center

Union Benefit Representative – Pat Freeland – WEP

Union Benefit Representative – Jerry Ferguson – EEP

or Fax to 519-257-4214 the following photocopies for EI Clawback

Notice of Assessment – Stating Line 422 Social Benefits Repayment

T4E – Showing 30% in Box 7

T4A – from Great West Life (if on S&A)

T5007 – From WS&I (if on WSIB)

Note: EI Clawback is **not** considered earnings and does not have to be reported for EI purposes.

SPA

SPA is paid out the week in which it has been scheduled for you. You must declare your Gross Earnings with Employment Insurance.

Vacation Bonus - \$1700.00

All Active employees will have their \$1700 Vacation Bonus in PP 0925 (week of June 15th). If you are laid off you **will not** receive until you are either called back to the active roll or PP 0950 (week of December 7th) which ever comes first.

Vacation Pay during Summer Shutdown

All laid off employees will have 40 hours of vacation paid out during the scheduled summer shutdown as follows:

40 hours PP 0927 (week commencing June 29, 2009)

40 hours PP 0934 (week commencing August 17, 2009)

If you have less than 80 hours, vacation will be scheduled as required.

Example – 64 hours vacation entitlement remaining

40 hours in PP 0927

24 hours in PP 0934.

You must declare your Gross earnings for vacation pay with Employment Insurance

Benefits

If you have any issues with your benefits, please call **Helen McLaughlin at 519-257-4217.**