

TIP SHEET

General Information for your Application

Dependent upon the type of application you are completing (eg, maternity, regular, sick leave, parental, etc), the system will automatically advance to the applicable screen and ask you related questions.

Example 1—If you are completing an application for regular benefits, you will NOT see the screen that asks for maternity information.

Example 2—If you do not apply for EI within 28 days of leaving your job (last day worked), you will see a screen that asks “why are you applying more than 28 days since you finished your job?”

Specific Help Information for Maternity/Parental Applications

The answers in *italics and underlined* are a “guide” in completing your application

OTHER PERSONAL INFORMATION

Are you a member of a Union or Professional Association?

Yes

Name of Union or Professional Association

The Alberta Teachers' Association

Local or Chapter Number

Your local (eg, Edmonton Public Teachers Local No 37)

LAST EMPLOYER

First day worked

When you started with this employer

Last Day Worked

1) If you were on sick leave prior to giving birth, answer: Last day actually worked.
(There will be an opportunity in a further screen to indicate your sick leave).

2) If your employer provides a Supplemental Unemployment Benefits (SUB) plan and you have not taken sick leave prior to giving birth, answer: Day before the baby's delivery.

Will you be returning to work with this employer?

Yes

Return to work date

Project a date at least one year into the future (52 weeks)

LAST EMPLOYMENT EARNINGS

(Note: you may or may not see this screen. Don't panic if you don't—EI will use your earnings as reported on your Record of Employment to calculate your benefit).

What were your normal earnings before deductions (gross earnings)?

Annual "gross" salary divided by 200 times 5 This will provide you with a weekly amount which accurately reports "teacher pay". It is important to do this carefully. If your FTE doesn't change, take your monthly gross salary, times 12, divide by 200, times 5.

How many hours did you normally work each Week?

Most boards – 45.5 hours (urban boards – 40 hours). (Note that some boards report as little as 35 hours per week). Contact Teacher Welfare if you do not know what your board reports.

VACATION PAY INFORMATION

Did you or will you receive vacation pay?

No

OTHER MONIES

Have you received or will you receive any of the following monies (excluding a pension) from this employer or from another source? (Check all appropriate boxes):

Statutory Holiday Pay

No—do not check this box

Paid sick or maternity leave

Yes – Amount: 100% of salary

From: First day off

To: Day before baby's birth

Supplemental Unemployment Benefits (SUB)

Yes

OTHER MONIES-DETAILS

Supplemental Unemployment Benefits (SUB)

Who is paying for this benefit? Employer

ROE INFORMATION – LAST EMPLOYER

As indicated previously, your employer will have already submitted an electronic copy. You may contact your employer's payroll department to have a copy sent to you, however, this is not required for the application process. EI will not finalize your claim until they have received the ROE.

PARENTAL INFORMATION

This is where you can indicate the transition to parental (from maternity) and/or share parental with your spouse. Note that your spouse will have to also file a claim on line when the time comes. You will be able to input the "OTHER PARENT INFORMATION" on a further screen.