

## About Employment Insurance – Canada information

Depending on the evolution, we may have to make temporary layoffs. We understand that this is a trying situation. Here is some information to that effect:

### Am I entitled to employment insurance?

It's case-by-case. Typically, you must have worked 700 insurable hours in the last 52 weeks to be eligible. To consult all the [eligibility criteria](#).

The Canadian government has also put in place income support measures for workers who do not qualify for employment insurance and who are affected by unemployment.

If you have already filed a claim for Employment Insurance benefits within the last 52 weeks and weeks are payable on that claim, it is possible to reactivate your existing claim instead of filing a new one. See [My Service Canada Account](#) for information on an old claim.

### When will I receive my Record of Employment?

Records of Employment will be issued upon payment of the last pay and are sent directly to the government. You can apply as soon as you have finished working, without having your Record of Employment on hand.

You can make your request online at [online](#).

You can contact Service Canada at 1-800-808-6352 if you have any questions about Employment Insurance.

### How to apply for Employment Insurance?

NOTE: Due to the COVID-19 outbreak you must file your application [online](#).

You will need your Social Insurance Number and some other documents to [start your application](#).

### When to Apply

You must apply within 4 weeks of your final day at work. It is a good idea to apply **as soon as you stop working**.

### The Application Form and Documents

To apply for regular benefits, you must submit:

- Record of Employment (ROE) - For each job you have held in the past year (52 weeks). Techo-Bloc will submit a copy of your ROE electronically, so you do not need a paper copy. If you still want a copy for your records, you can make the request at [geneviève.loumède@techo-bloc.com](mailto:geneviève.loumède@techo-bloc.com).

- Your Social Insurance Number (SIN) - If you have a [SIN that starts with "9"](#) you also need to show your work permit and proof of your immigration status.
- Your complete bank account information - You can find this on your bank statement. The government uses this information to deposit your payment directly into your bank account.
- Your detailed version of the facts - If you have quit or have been dismissed from any job in the last year (52 weeks).
- Information about your most recent job - Such as: your salary (total earnings before deductions including tips and commissions), your gross earnings for your last week of work (from Sunday to the last day worked), gross amounts received or to be received (vacation pay, severance pay, pension, pay in lieu of notice or lay off) and other incomes.

If you are missing some of these documents, **you can still apply**. This will help prevent delays.

If you want to apply for special benefits, you may need more documents. Find more information about [special benefits](#).

## Get Help

For more information on Employment Insurance, you can call Service Canada at **1-800-206-7218**, visit their website, or contact our human resources department at [hr@techo-bloc.com](mailto:hr@techo-bloc.com).

## Can I take vacation to make up for this week?

Vacation payment may delay the start of your eligibility.

## Do I keep my insurance during the layoff period?

You will maintain your coverage during the period. When you return, your missing premiums will be deducted.