

Instructions for Employees

Reference Code: **3511012011201112**

New EI Claims

The dates and Stat Holiday earnings will be recorded from the Record of Employment that is submitted.

Renewing or Re-activating an EI Claim

You will be asked on your application and/or EI reports to provide details about statutory holiday pay including the dates and the amounts.

Statutory holiday pay must be reported, therefore, the following information is provided to help you with completing the details:

The statutory holiday pay must be reported in the week the statutory holiday, or day off in lieu of the statutory holiday occurs.

If your employer recognizes the statutory holiday on the day that the holiday occurs, the statutory holiday pay must be reported in the week in which the day off occurs.

(e.g. Christmas Day: Sunday, December 25 - Day off observed Sunday, December 25).

If your employer recognizes the statutory holiday on a different day other than where the holiday occurs, the statutory holiday pay must be reported in the week in which the day off occurs.

(e.g. Christmas Day: Sunday, December 25 - Day off observed, Monday December 26)

Use the dates provided by your employer in the chart below to report your statutory holiday pay on your application and/or EI reports

Statutory Holiday	Date	Date to report on Application or on EI Reports Insert date of stat or recognized stat day-whichever is applicable
Christmas Day	25 Dec 2011	
Boxing Day	26 Dec 2011	
New Year's Day	01 Jan 2012	
Floating Holiday		
Floating Holiday		

Earnings to Report for each day

Report the amount you will receive for each of the holidays. This information should be on your ROE or may have been provided by your employer. If the amount is unknown it is recommended that you put in an estimated daily amount for each day. Selecting "I don't know the amount" will cause a delay in processing as we must call either you or employer to obtain the amount.

It is better to put an estimate based on your daily earnings amount and correct when you know the amount or wait to apply for benefits when you know the amount you will receive for each statutory holiday paid. If the amount is incorrect if you use an estimate, a call to the Contact Centre can be made to correct when you become aware of the correct amount. Please call us at **1 800 206-7218**, (TTY: 1-800-529-3742) Monday to Friday from 8:30 am to 4:30 pm, and press "0" to speak to a representative.

Submitting your Records of Employment

If your employer issues Records of Employment (ROEs) in paper format, you must request copies of all ROEs issued during the last 52 weeks. You must either mail us your paper ROEs or drop them off in person at a Service Canada Centre. The Service Canada Centre addresses will be provided once you have completed your online application.

If your employer submits ROEs electronically to Service Canada, you do **not** need to request a copy of your Record of Employment from your employer.

Instructions for Employees

Sample of Application asking for stats and amounts.

Remember to report the dates that the employer will recognize as the Statutory Holidays & Floaters.

It is best to not use the “I don’t know the amount” and provide an estimated amount that can be corrected over the phone or wait to file when you become aware of the amount.

Note: Do not wait more than 4 weeks from the last day of work to file your claim or you may lose benefits.

Please give the gross amount (before deductions) Statutory Holidays

Other Monies - Details

Last Employer : **Name**

First day worked Last day worked

01/09/2011 23/12/2011

Please give the gross amount (before deductions)

Statutory Holidays & Floaters - This example shows 3 stats and one floater.

Statutory Holiday 1

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Date (DD/MM/YYYY)

26/12/2011

156

I don't know the amount

Statutory Holiday 2

Date (DD/MM/YYYY)

27/12/2011

156

I don't know the amount

Statutory Holiday 3

Date (DD/MM/YYYY)

30/12/2011

156

I don't know the amount

Statutory Holiday 4

Date (DD/MM/YYYY)

02/01/2012

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I don't know the amount