



## Employment Insurance (EI)

### What is EI?

Employment Insurance (EI) provides temporary financial assistance to unemployed Canadians who have lost their job through no fault of their own, while they look for work or upgrade their skills.

Canadians who are sick, pregnant, or caring for a newborn or adopted child, as well as those who must care for a family member who is seriously ill with a significant risk of death, may also be assisted by Employment Insurance.

(<http://www.servicecanada.gc.ca/eng/sc/ei/>)

### Who can apply for EI?

You can apply for EI benefits if you have paid into the EI account and you are unemployed.

- You can receive regular benefits if you lost your job through no fault of your own, for example, due to shortage of work, seasonal or mass lay-offs. You can also receive maternity, parental and/or sickness benefits if pregnant, caring for a newborn or adopted child or sick.
- You can receive compassionate care benefits if you have to be away from work temporarily to provide care or support to a family member who is gravely ill with a significant risk of death.

(<http://www.servicecanada.gc.ca/eng/sc/ei/>)

### **To find out more please:**

**Call:** 1-800-206-7218 (8:30am to 4:00pm)

**Visit:** [http://www.servicecanada.gc.ca/eng/ei/application/applying\\_for\\_benefits.shtml](http://www.servicecanada.gc.ca/eng/ei/application/applying_for_benefits.shtml)

### Useful Terms

**ROE (Record of Employment):** The ROE is the form that your employer must complete when you stop working and experience an interruption of earnings. Your employer must issue it even if you do not intend to claim EI benefits. On your ROE, you will find information about your employment history.

**2-Week Waiting Period:** This period is the first 2 weeks of your claim. This is like a deductible for any kind of insurance. On the other hand, if you reopen a claim for benefits in which you have already served a 2-week waiting period, you do not serve another 2-week waiting period.

**Access Code:** Your Access code is the 4 digit number printed in the shaded area of your Benefit Statement. Your Access code is your electronic signature and is needed, along with your SIN, when you make telephone enquiries about your claim and when you file your reports using the Internet reporting service or the Telephone reporting service. The Access code identifies you and ensures that your privacy is protected. Don't let others have it because they could get information or take action on your claim without you knowing it. You would be held responsible for this. Keep your Access code in a safe place and for extra security keep it stored separately from your SIN.

([http://www.servicecanada.gc.ca/eng/ei/application/applying\\_for\\_benefits.shtml#how](http://www.servicecanada.gc.ca/eng/ei/application/applying_for_benefits.shtml#how))

# Employment services available to me when I am on EI:



Assessment of skills and experience

Free access to computers, fax machine, job boards and job matching service

Employment and training opportunities

Opportunity to work one-to-one with Employment Counsellors and Job Developers

Information and support in Second Career applications

Information about Ontario Self Employment Benefit Program

Workshops about effective job search strategies, resume writing and interview skills

Information and support in applying to apprenticeships

Information about different careers and occupations and the Labour Market

Advice and referral information to other community services and support