

SUB PROCESSING

When Action is and is not Required on behalf of Member/ Employee

SUPPLEMENTAL UNEMPLOYMENT BENEFIT (SUB)

SUB APPLICATION FOR THE RETOOL PERIOD WILL BE PERFORMED BY THE COMPANY FOR ALL MEMBERS ON QUALIFIED LAYOFF. As per the usual process during temporary layoffs **NO Action is Required by Member/Employee**

After a period of 8-weeks the Ford Motor Company will receive documented proof from Service Canada of your Employment Insurance Payments.

- **If the proof shows that you did apply for Employment Insurance and receive payments Oakville Electric Vehicle Complex's (OEVC) Human Resources will continue to process SUB payments.**
- **If the proof shows that you *did not* apply for Employment Insurance Benefits and/ or *did not* receive EI payments (*for any other reason than you did not have enough insurable hours to qualify*) *or* that you have not reported other outside sources of income. Labour Relations will set up SUB overpayments for all weeks you were not entitled to EI Payments and will not continue to process any further SUB payments, unless you provide proof of your EI Entitlement for each week you wish to receive SUB benefits.**

If you have exhausted all EI Benefit entitlement prior to your 52-week EI claim period ending, then reapplied for EI and qualified for a New E I claim with a New EI waiting period. **Action Required by Member/ Employee**

- **It is your Responsibility to provide documentation showing the start date of your New EI claim and waiting period as indicated by Service Canada and inform the OEVC Labour Relations Department at the following email OEVCSUB@ford.com or in person.**

Note: While on an extended lay-off such as this, EI benefit payments most often end, prior to the duration of the 52-week claim period. By providing the required documentation it will assist in ensuring your SUB payments are accurately issued.

****Remember to always leave your Name first and last, GID# number when sending documentation**

If Service Canada indicates, you do not have the required insurable hours to qualify for Employment Insurance Benefits - **Action Required by Member/Employee**

If on or after week beginning Sunday May 5th, 2024, you have applied for Employment Insurance Regular Benefits and Service Canada informs you do not have the required insurable hours to qualify for Employment Insurance Benefits.

1. Once you have received this documented proof from Service Canada, pass along your letter of EI Disentitlement, to Company Labour Relations Dept via email OEVCSUB@ford.com or in person (ensure your Name first and last, GID# is with your documentation)
2. Two to three weeks later you should receive all entitled Sub payments. Thereafter, you will receive 70% FULL SUB payments.

Once it has been established that you don't have enough insurable hours to qualify for EI, you must provide documented proof of EI Disentitlement from Service Canada for every 20-week period if you wish to continuously receive SUB benefits.

Therefore, if you do not qualify, you must re-apply for EI at least every 16 weeks.

To obtain accurate information to show the start of a NEW EI claim or Employment Insurance disentitlement you will be required to register for a My Service Canada account if you have not already done so.

<https://www.canada.ca/en/employment-social-development/services/my-account.html>

If you are having trouble obtaining the required documentation from Service Canada, complete and sign the attached consent form that allows the designated Unifor Local 707 Benefit Representatives or designated Executive officers can act on your behalf to obtain required documentation.

Download [EI Consent Form](#)

Once completed send to pivey@ford.com

STOP SUB PAYMENTS- Action Required by Member/Employee

If you do not wish to receive SUB payments, as you are no longer on a qualified lay-off during the retool period and wish to STOP SUB PAYMENTS for any given week(s) as you:

- Have found alternate employment in the form of a full-time job or temporary seasonal full-time work.
- Started a Medical leave claiming sickness and accident benefits with Canada Life due to a disability or illness or in receipt Loss of Earnings from WSIB.
- Started a ESA leave, Reservist leave (Military), Jury Duty Leave
- Starting a personal leave or out of the country and/or do not meet the requirements of availability to work as outlined in the in the Employment Insurance Act
- Have a gross weekly income from outside work earnings and are not entitled an Employment Insurance Benefit

In Lay-off Resources see [OEVC- Company SUB Processing-SPL](#) on how to STOP or RESTART your SUB Benefits.

Link to OEVC CARE

<https://azureford.sharepoint.com/sites/oevccare/SitePages/SUB-Info.aspx>

RESTART SUB PAYMENTS- Action required by Member/Employee

Anytime you have STOPPED your SUB payments, if you are once again on a qualified lay-off during the retool period, it will be YOUR RESPONSIBILTYY TO REAPPLY BY RESTARTING your SUB payments.

VACATION PAYMENTS AND PERIODS OF EMPLOYMENT AT THE OEVC DURING THE RETOOL

- For any period that you are working at Oakville Assembly Complex during the retool period and are subsequently once again on a qualified layoff; the company will reapply with a new SUB application for you to receive SUB benefits. No action is required by Member/Employee
- For any period that you on receipt of qualified vacation from the Ford Motor Company during the retool period and are subsequently once again on a qualified layoff: the company will reapply with a new SUB application for you to receive SUB benefits. No action is required by Member/Employee