

REPORTING VACATION GUIDE - IN OR OUT OF COUNTRY

This is just a guide. All answers are subject to your personal situation and should be answered accordingly.

Vacation IN the Country

If you are in receipt of vacation pay for a week during your reporting period, you are required to report those earning to EI. If you were still ready, willing, and available to work if recalled then the easiest way to report and not receive EI payment is to claim the ***40 hours of vacation pay as wages***. When asked if you worked or had wages in this 2-week period you would answer “YES”. Then for the week you receive vacation pay, report 40 hours and the gross amount paid to you in that week. Follow the guide on reporting income if you need further assistance. If you were not available or out of Canada, continue reading below.

Vacation OUT of Country

You are allowed to leave the country while on lay-off, but you **must** report this information to EI. In some cases, you may still be allowed EI benefit, but the rules can be complex and confusing. You must be available for work Monday to Friday during normal working hours.

- If you are leaving the country on vacation and will be receiving vacation pay, then you must report ***vacation pay as “Other Money” not as earnings and your absence from the country.***

See detailed instructions below.

OUT of Country -No Vacation Pay

If you are leaving the country and **not receiving vacation pay** or must leave the country for purposes other than vacation. **It is best to contact the Benefit Office for additional information and clarification.**

Step by Step Guide if receiving Vacation Pay while out of Canada

ACCEPTANCE STATEMENT

Read over the statement and choose **“I ACCEPT”**

ADDRESS AND DIRECT DEPOSIT

Have you moved, changed mailing address, or changed your banking information?

Answer NO or YES as it applies to you (Most will say NO)

ADDRESS AND DIRECT DEPOSIT CONFIRMATION

If the answers you provided are correct – choose **“I ACCEPT”**

OUTSIDE CANADA – **if out of Canada other than for vacation, it is best to contact the Benefit Office**

Were you outside of Canada during the period of this 2-week report?

Answer NO if you did not leave the country - **Skip to Work and Wages**

Answer **YES** if you **did** leave the country. You will then you will be asked further information:

OUT OF AREA/CANADA

Is your absence from Canada for a period of more than 24 hours, not including any hours that fall on the weekend?

Answer NO or YES as it applies to you.

If you answer NO you will be asked: Were you out of Canada to take vacation? – you should answer YES

If you answer YES you will be asked to choose an option that best describes your reason – most would select the first option: “To take vacation” but answer according to your situation and follow the remaining prompts.

DEPARTURE

Provide the date of your departure – use the calendar to pick a date.

Provide the time of your departure (HH:MM)

Have you returned or do you know the date you will be returning?

Answer NO or YES as it applies to you.

RETURN

Provide the date of your Return – use the calendar to pick a date.

Provide the time of your Return (HH:MM)

VACATION

Provide the start of your Vacation – use the calendar to pick a date.

Do you know the end date of your Vacation? – Answer Yes or No as it applies to you

If “Yes” then provide the end date

AVAILIBILITY for WORK

As of the date of your return, were you available for the same type of work and under the same conditions as your previous employment?

Answer NO or YES as it applies to you.

If “YES” it will go to the Summary – Outside Canada

If “NO” it will ask “As of what date were you/will you be available?”

Choose the date you were available to work.

SUMMARY – OUTSIDE CANADA

If the answers you provided are correct – choose “**I ACCEPT**”

WORK and WAGES

Are you self-employed?

Answer NO or YES as it applies to you (most will answer NO)

Did you work or receive earnings during the period of this report?

****make sure to look at the dates of the 2-week block**

Answer YES if you had work earnings or vacation pay while in Canada – follow the guide on reporting earnings if you require assistance.

(if reporting vacation pay while outside of Canada **answer “NO” to this question**)

TRAINING

Did you attend school or a training course?

Answer NO or YES as it applies to you (most will answer **NO**)

TRAINING CONFIRMATION

If the answers you provided are correct – choose **“I ACCEPT”**

AVAILABILITY

Were you ready willing and able to work during the period of this report?

Answer NO if you were out of Canada

AVAILABILITY for WEEK 1

“Indicate the days, from Monday to Friday, which you were not ready, willing and capable of working...”

Then provide a reason by using the drop-down menu. **Select “Other”**

You can choose “All Week” or individual days depending on your situation.

You will then be asked if you are entitled to wage loss insurance. Answer “NO”

If you were in Canada and available for work leave this blank and hit continue

You will then be asked if you are entitled to wage loss insurance. Answer “NO”

Hit Continue

AVAILABILITY for WEEK 2

“Indicate the days, from Monday to Friday, which you were not ready, willing and capable of working...”

Then provide a reason by using the drop-down menu. **Select “Other”**

You can choose “All Week” or individual days depending on your situation.

You will then be asked if you are entitled to wage loss insurance. Answer “NO”

If you were in Canada and available for work leave this blank and hit continue

You will then be asked if you are entitled to wage loss insurance. Answer “NO”

Hit Continue

Summary - Availability

If the answers you provided are correct – choose **“I ACCEPT”**

OTHER MONEY

******This is where you report vacation pay while outside the Country

Our records show you are part of a SUB program, is there any **other** money that you have not told us about? ****You are** part of a SUB plan. Service Canada is aware of this. You only need to report **other** income, in this case vacation pay.

Answer NO or YES as it applies to you

******The answer for most will be **YES**

OTHER MONEY for Week 1

Did you or will you receive any other money for the first week of this report?

Answer NO or YES as it applies to you

OTHER MONEY for Week 2

Did you or will you receive any other money for the second week of this report?

Answer NO or YES as it applies to you

OTHER MONEY

Choose the **SECOND option** - "Vacation pay (for a specific period of leave or on the same date each year)"

Hit continue

Summary - OTHER MONEY

If the answers you provided are correct – choose **"I ACCEPT"**

REPORT RECORD and ATTESTATION

Review your report and choose **"I ACCEPT"**

Print if you wish to retain a paper copy of your report

Your report is complete. Info on when you can next report will be given to you at this point.

Then **"SIGN OUT"**

NOTE:

***** Be sure to keep up to date with your reporting every two weeks *****