



COLLECT SUB WHILE SICK OR INJURED

1. You must have enough SUB Hours

1,800 SUB hours during the previous 24 months; or

600 SUB hours during the previous 12 months for subsequent claims

2. You must apply for Employment Insurance (EI)

Sickness Benefits

You are eligible for SUB during the weeks you are in receipt of EI Sickness or are in the 1-Week EI waiting period.

3. You must submit your EI Stubs to RASI within 90 days.

To apply for SUB, provide RASI with your:

- Your **Name** and **Union Number**
- **EI Benefit Statement** (The **My Payments** page in your **My Service Canada Account**).
One of the screen shots/photos MUST include your name.
- **EI Benefit Statement Details for EACH week**, even if the net amount paid is \$0 (The **My Payment Details** in your **My Service Canada Account**).

Reliable Administrative Services Inc. (RASI)
102-195 Dartnall Rd, Hamilton ON L8W 3V9
local67@reliableadmin.com
905-387-5861

4. Your SUB Claim is Complete!

If your claim is approved, your benefit payment will be ready for Pick-up on Friday at the RASI office. Claims must be submitted by 3 pm Thursday. Cheques not picked up will be mailed to you via Canada Post the following Monday.

If you are Sick or Injured you may be eligible for Short Term Disability Benefits.

Please contact the RASI office for additional information.

\$175 per week of EI Sickness or EI waiting period, for 10 weeks.

