



COLLECT SUB DURING UNEMPLOYMENT OR MATERNITY/PATERNITY LEAVE



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 sign the Out-Of-Work list at the Union Office

You must sign the Out-of-Work list to qualify. If work is available and you are on Regular EI Benefits, you will not qualify even if you sign the Out-of-Work list.

3. You must apply for Employment Insurance (EI) Benefits

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

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

To apply for SUB, provide RASI with 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

5. 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.

\$175 per week of EI benefit or EI waiting period, up to 10-weeks.