



Service
Canada

Statutory Holiday Reporting Instructions for Employees

Complete your application for Employment Insurance benefits on-line at:

www.servicecanada.gc.ca

Please use the following reference code if applying for EI for the Christmas Break.

Reference Code: 3511012013201312

Use this code effective Dec 9, 2013 to and including Jan 17, 2014 ONLY

New, Renewing or Re-activating an EI Claim

You will be asked on your application and/or EI reports to provide details about statutory holiday pay including the dates and the amounts.

Statutory holiday pay (and Floater Holidays if eligible) must be reported, therefore, the following information is provided to help you with completing these details;

The statutory holiday and floater holiday pay must be reported in the week the statutory holiday and floater holiday occurs.

Use the chart below to report your statutory holiday and floater holiday pay on your application and/or EI reports

Statutory Holiday	Date	Date to report on Application or on EI Reports
Christmas Day	25 Dec 2013	25 Dec 2013 – Stat Holiday
Boxing Day	26 Dec 2013	26 Dec 2013 – Stat Holiday
Floating Holiday	27 Dec 2013	27 Dec 2013
Floating Holiday	30 Dec 2013	30 Dec 2013
Floating Holiday	31 Dec 2013	31 Dec 2013
New Year's Day	01 Jan 2014	01 Jan 2014 – Stat Holiday

Earnings to Report for each day

As the amount will be unknown at the time of applying for EI, it is recommended that you put in an **estimated daily amount for each day**. If you work approximately the same hours each week, using the Stat Holiday Pay paid to you for Oct 14th Thanksgiving Day would be a good estimate of what you will receive for the Christmas Stats.

If you use the **estimate daily amount per day** it might be necessary to correct this when you know the amount actually paid to you. If the estimated amount was incorrect call the Contact Centre at **1-800-206-7218**, Monday to Friday from 8:30 am to 4:30 pm, and press "0" to speak to a representative to correct the reported amounts.



Sample of Application

Remember to report the dates from above chart that UGDSB recognize as the Statutory Holidays.

It is best to not use the "I don't know the amount" and provide an estimated amount that can be corrected over the phone.

Note: Do not wait more than 4 weeks from the last day of work to file your claim or you may lose benefits.

Last Employer: **Name** Sample

Phone Number

First day worked Last day worked

02/09/2013 20/12/2013

Please give the ESTIMATED Gross amount (before deductions but including 4% vacation pay)

Statutory Holidays and all Floater Days

Statutory Holiday 1

*

Date (DD/MM/YYYY)

25/12/2013

154.86

I don't know the amount

Statutory Holiday 2

Date (DD/MM/YYYY)

26/12/2013

154.86

I don't know the amount

Statutory Holiday 3

Date (DD/MM/YYYY)

01/01/2014

154.86

I don't know the amount

Statutory Holiday 4

Date (DD/MM/YYYY)

27/12/2013

154.86

I don't know the amount

Statutory Holiday 5