

## Application PS/GE SGEU Apprenticeship Training – Supplemental Unemployment Benefit (SUB) Program (to be submitted to the Departmental Human Resource Branch)

Last revised: May 2017  
Last reviewed: May 2017  
Next review: 2017

### Employee Information

\_\_\_\_\_  
First Name                      Middle Name                      Last Name                      Social Insurance Number

\_\_\_\_\_  
Department                      Branch                      Location

#### Employee Designation (Check One):

Permanent Full-time       Permanent Part-time       Term       Labour Service

If Term, please provide start and end date of term appointment

\_\_\_\_\_  
Start (mm/dd/yyyy)                      to End (mm/dd/yyyy)

### Leave Information

Definite Leave of Absence for Apprenticeship Training (Check One):

Approved                       Approval Pending

\_\_\_\_\_  
Start (mm/dd/yyyy)                      to End (mm/dd/yyyy)

### Request for SUB Program Benefits & Return Service Commitment

I am applying for benefits under the Apprenticeship Training SUB program. I understand that under the program the employer provides 95% of regular salary for the Employment Insurance two (2) week waiting period AND a top up of training and income support benefits provided by Human Resources Development Canada under Employment Insurance legislation in accordance with Article 15.17 of the Collective Agreement for the remainder of the required formal training in the apprenticeship program.

**Notes:** A separate application form is required for each year of the required formal training in the apprenticeship program.

If the Employment Insurance two (2) week waiting period does not apply, a top-up of benefits will be provided for all weeks of the required formal training that benefits are paid by Human Resources Development Canada.

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In applying for benefits under this program, I fully understand and acknowledge that:

- My eligibility for receipt of the SUB Program benefit is subject to:
  - 1) Approval of a definite leave of absence for apprenticeship training in accordance with Article 19.2 of the Collective Agreement;
  - 2) Approval for and continuing receipt of training and income support from Human Resources Development Canada under Employment Insurance legislation; and
  - 3) My commitment to return to work (i.e. post-journeyperson status) for the executive government of Saskatchewan for a period equal to two (2) times the number of weeks that I am in receipt of Apprenticeship Training SUB Program benefits;
  - 4) All terms of the program set out in the program document.
- I am required to submit proof to the department payroll unit that I have been approved for, and am in receipt of, training and income support from Human Resources Development Canada under Employment Insurance legislation through submission of copies of the initial approval documentation, as well as subsequent Employment Insurance pay stubs;
- The amount and duration of the SUB program benefit will only be determined upon my submission of the required EI documentation to my department's payroll unit;
- Benefits under the SUB Program end at such time that training and income support benefits from Human Resources Development Canada end OR the period of required formal training in the apprenticeship program ends OR when my definite leave of absence ends.

**Note:** Term employees are only eligible for participation in the program if the duration of their term appointment provides for sufficient time to cover both the periods of their leave plus the post journeyperson status return of service commitment. This limitation does not apply to permanent employees on leave to accept term apprentice positions.

- By receiving benefits under the SUB Program, I agree, immediately following attainment of journeyperson status, to return to continuous service with the employer for a period which equals two (2) weeks of service for each week of benefit received under the SUB program.

If I fail to meet this commitment, I promise to pay the employer:

- In the event that I do not successfully complete the journeyperson program and attain journeyperson status or I fail to return to service with the employer, an amount which equals all benefits which I received under the SUB program; or,
- In the event that I successfully complete the apprenticeship program and attain journeyperson status but return to work for only a portion of the required period of return service, an amount which equals the amount of the benefits which I received under the SUB program for those weeks for which I did not complete the return service commitment (e.g. if I received 24 weeks of benefit and only returned for 7 weeks post journeyperson status, I would be obligated to pay back 41/48ths of the total SUB program benefits received).



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I signing this application, I signal my understanding and acceptance of my obligations and the terms and conditions of participation in the SUB program and promise to repay the SUB program benefits received in the event I do not fulfill my return service commitment.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date (mm/dd/yyyy)

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date (mm/dd/yyyy)

## To be completed by Ministry Human Resource Business Partner Team

Participation in the SUB program is:

Approved

Refused ; Reason for refusal: \_\_\_\_\_

\_\_\_\_\_  
Human Resource Signature

\_\_\_\_\_  
Date (mm/dd/yyyy)

**Note:** If approved, copy to be provided to the Department Payroll Unit.