

Enrolment/Administrative Procedures – PS/GE SGEU Apprenticeship Training – Supplemental Unemployment Benefit (SUB) Program

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1. The employee must have applied for and been approved for a Definite Leave of Absence (DLOA) for Apprenticeship Training in accordance with Article 18.2 of the Collective Agreement.
2. The employee completes and submits a Apprenticeship Training SUB Program Application form to the department Human Resources Branch. When approved, a copy is sent to the department payroll unit.

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

3. The employee submits proof of receipt of training and income support benefits from Human Resources Development Canada under Employment Insurance legislation (i.e. Official notification documentation stating that the employee has been accepted and will be receiving benefits OR the cheque stub from the first benefit payment) to the department payroll unit. Following receipt of proof, the benefit for the two (2) week waiting period can be processed by the department payroll unit.

For the remaining portion of the required formal training in the apprenticeship program, the employee is required to submit their training and income support benefit cheque stubs to the department payroll unit.

Note: Faxed copies are acceptable for those employees who are at a different location than their Human Resources/Payroll Departments.

If a two week waiting period does not apply for receipt of training and income support benefits from Human Resources Development Canada, the employee will be required to submit training and income support benefit cheque stubs for the entire period of the required formal training in apprenticeship program.

Given the requirement for proof of training and income support benefits, there will be a delay in the processing and receipt of SUB program benefits. If there are delays in receiving initial notification that the employee has been accepted for receipt of benefits, and the employer is in arrears, a hand drawn cheque will be processed. Thereafter, payment will be system-based, with the ability to over ride the payment if the employee does not submit a pay stub OR if the gross benefit amount changes.

Note: The beginning of the SUB program benefit period coincides with the commencement date of the EI two (2) week waiting period or if a two (2) week waiting period is not required, with the commencement of training and income support benefits.

4. Should an employee's training and income support benefits cease prior to the end of the required formal training in the apprenticeship program, participation in the SUB program ceases.
5. The department payroll unit determines the amount of the SUB program top-up by calculating the variance between 95% of the employee's gross regular salary and the gross EI benefit.

Permanent Full-Time

The benefit is 95% of their bi-weekly salary rate in effect immediately prior to the commencement of the DLOA.

Permanent Part-Time/Labour Service

The full-time employee calculation is pro-rated by the proportion of full-time regular hours paid during the twenty-six (26) full pay periods preceding the definite leave [or the period of active employment if less than twenty-six (26) full pay periods].

Term [As defined in Article 1.1 AA) of the Collective Agreement]

As with permanent part-time/labour service, the full-time employee calculation is pro-rated by the proportion of full-time regular hours paid during the twenty-six (26) full pay periods preceding the definite leave [or the period of active employment if less than twenty-six (26) full pay periods].

In contrast to permanent full-time & part-time employees, term employees are only eligible for participation in the SUB program if the duration of their term appointment provides for sufficient time to cover their post journey person status return service commitment. The duration of benefits under this program will be based on the anticipated end date of the term appointment, on the day immediately prior to commencement of the definite leave of absence for apprenticeship training.

6. “Other” earnings subsequent to commencement of the leave (i.e. not associated with employment with executive government) which decrease the amount of the net training and income support benefit but do not affect the gross training and income support benefit, will NOT increase the amount of the SUB program payment.

If there is a change in the amount of gross training and income support benefits received by the employee during participation in the SUB program, the department will contact Human Resources Development Canada to assess the reasons for the change. This would typically occur if eligibility for benefits commences or ceases part way through a Human Resources Development Canada bi-weekly pay period.

7. This is NOT a supplementary earning. Payment of this benefit will be processed through the payroll system to allow for the deduction of income tax, Canada pension and union dues. This approach also allows the benefit to be charged to the appropriate department salary budget.
8. Benefits will be handled in accordance with the normal provisions applicable to definite leaves of absence.
9. As per Article 15.17 of the Collective Agreement, a return service commitment is required for employees who receive benefits through the SUB program [i.e. two (2) weeks post journey person status service for one (1) week of SUB program benefits].

When the employee attains journey person status, the department determines the number of weeks of return service commitment required and tracks service to ensure the commitment is met. If the commitment is not met or if the employee is removed from the apprenticeship program prior to attaining journey person status, the employee will be required to pay back all (i.e., in cases where the employee does not return to work post journey person status or is removed from the apprenticeship program prior to attaining journey person status) or a portion (i.e., where the employee has returned to work post journey person status, but only for a portion of the return commitment period) of the SUB program benefits received. As an example, if an employee received six (6) weeks of benefits in each of

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the four years of the apprenticeship program and they only returned to work for seven (7) weeks, the employee would be required to repay the employer forty-one/forty-eighths (41/48) of the total SUB program benefits paid during the four years.

Notes:

- **Post journeyperson status employment must be with the Executive Government of Saskatchewan, but not necessarily in a journeyperson position.**
- **On recommendation of the department, the Chair of the Public Service Commission may waive all or a portion of the return service commitment and the requirement for repayment of benefits in exceptional circumstances such as death of the employee, severe and prolonged disability or job abolition resulting in termination of the employer/employee relationship.**