



Procedure Statement:

The Flower Cart SUB plan is intended to provide income to supplement normal Employment Insurance Sickness Benefits (EI) in cases where regular employees are in receipt of EI due to illness or injury.

Definitions:

Employment Insurance Sickness Benefits (EI) – Temporary financial assistance to workers who are unable to work due to sickness, injury, or quarantine

Regular Employee – An employee who has been recommended for regular employee status in his/her probationary review. The employee is hired for an indefinite period of time.

SUB plan – Supplemental Unemployment Benefits plan

Procedure:

The employee applies for EI benefits and submits proof to the Financial Director who calculates their SUB payments.

The benefit level paid under this plan is set at 91%.

The combined weekly rate of EI benefits and SUB payments will not exceed 95% of the regular employee's normal weekly earnings.

The plan is financed through The Flower Cart's general revenues.

SUB payments will be kept separate from regular earnings.

SUB payments are payable for up to 15 weeks.

The Flower Cart will notify Service Canada –SUB Program in writing of any changes to the plan within thirty (30) days of the effective date of the changes.

Related Information:

Contact:

Financial Director

Roles and Responsibilities:

Financial Director

- Ensure procedure is up to date and adhered to.
- Apply for renewal of the SUB plan to Service Canada every 5 years.

Regular Employee

- Must prove that they have applied for and are in receipt of EI benefits in order to receive payments under the plan.

Human Resources Department

- Maintain SUB plan procedure on the server.

Revision History:

March 1999, March 2004, June 2006, March 2009, February 2014, March 2017