

not entitled to receive benefit. If you are not sure of the date of your birth, tell the Local Office.

**13. Marriage (Women Only)**—If you marry while claiming benefit you should tell the Local Office immediately and give your married name.

**14. Change of Address**—Be sure to keep your Local Office advised of any change in your address or telephone number (if any).

**15. Renewal Claim**—When your benefit year has been established by making an initial claim for benefit (see paragraph 2) and you desire again to apply for benefit, you may do so by completing a further claim for benefit if you still have any benefit days to which you are entitled in that benefit year. You will not have to serve an additional nine waiting days.

**16. Dependents**—You may claim at the insurance benefit rate applicable to a person with dependent if you are either:

- (a) a man whose wife is being maintained wholly or mainly by him; or
- (b) a married woman who has a husband dependent on her; or
- (c) a married person, widow or widower, who maintains wholly or mainly one or more children under the age of 16 years.

The expression "child" includes any child of such person, a step-child, adopted child or illegitimate child.

**17. Dependency**—Where it is necessary for you to show that you are wholly or mainly maintaining a dependent, as outlined above, you may be asked to establish the relationship and dependency. **Return the Dependency Certificate promptly** so as not to hold up the disposal of your case.

**18. Change of Circumstances**—When you claim for a dependent you will be required to declare on signing the Unemployment Register that the conditions for the receipt of dependency rate of benefit are satisfied. Be sure, therefore, to report any change of circumstances occurring after your claim has been made.

**19. Decision on your Claim**—Your claim for benefit is decided by an Insurance Officer who may or may not allow it. **If you are not satisfied you may appeal the Insurance Officer's decision (within 21 days) to a Court of Referees consisting of representatives of employers and employees and a Chairman appointed by the Government. Under certain circumstances, if still dissatisfied, you may appeal to the Umpire, who is a Superior Court Judge. His decision is final.**

**20. Further Information** is contained in the "Employee's Booklet", (Form U.I.C. 421) which may be had free of charge on application to the Local Office.

#### WARNING

**Remember** that when you apply for employment you must also, if you desire to claim Unemployment Insurance Benefit, complete an application for Benefit.

**Remember, if you refuse an offer of employment deemed suitable, you may be disqualified.**

Sundays, statutory holidays and days of sickness or incapacity do not count towards benefit.

Always give full and accurate information.

Be sure that any statement you sign is correct.

Any false statement or representation made knowingly for the purpose of obtaining benefit is punishable upon summary conviction by a term of imprisonment not exceeding three months, with or without hard labour.

Issued by

### UNEMPLOYMENT INSURANCE COMMISSION

HUMPHREY MITCHELL

Minister of Labour

L. J. TROTTIER

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Commissioners



#### INFORMATION FOR CLAIMANTS

## IF YOU ARE UNEMPLOYED, INSURED AND WANT TO CLAIM UNEMPLOYMENT INSURANCE BENEFIT

*Read This*  
**CAREFULLY**

#### KEEP FOR REFERENCE

1. Register for Employment at your Local Office immediately after you leave or lose your job. Ask your employer for your Insurance Book. If you want to claim benefit make a separate and complete application for benefit at the same time.

Do NOT wait nine days before applying for benefit.

If you are placed on Short Time by your employer, you should consult your Local Office regarding your rights to apply for benefit for the days you are not employed.

**2. How to Apply for Benefit**—If you are satisfied that you have made enough contributions (180 days whilst in insurable employment within the two years immediately preceding the date on which you make application, and sixty days contributions—broken periods of employment count towards this—since the commencement of your last Benefit Year) and are unemployed (and uncertain of getting suitable employment at once) you have the right to make an application for benefit in the following manner.

**3. To Make Application for Benefit you must:**

- (a) deposit, or make arrangements to have your insurance book deposited, at your nearest Local Office;
- (b) sign an Unemployment Register;
- (c) complete application for benefit form;
- (d) furnish any evidence in support of your claim required by the Commission;
- (e) agree to report at your Local Office at the time and on the dates you are requested.

To establish a second or subsequent benefit year you must have made an additional 60 daily contributions while in insurable employment since your last benefit year commenced, and also have made 180 daily contributions within the two years immediately preceding the date you made your new claim.

If all the conditions are fulfilled and you are not otherwise disqualified, you will be entitled to receive in any benefit year, one day's benefit for every five day's contributions made during the five years preceding the date of your new claim less one third of the number of days, (if any), for which benefit has been paid to you during the three years preceding such date.

**4. If you refuse without good cause an offer of employment** which is deemed to be suitable in your case by the Insurance Officer, or neglect an opportunity of suitable employment, you render yourself liable to disqualification for receipt of benefit for a period not exceeding six weeks from the date of your refusal.

**5. No Benefit is Payable for Waiting Days.**

After you have made your application, the first nine working days (not necessarily consecutive) you are unemployed are considered as waiting days. For these nine days no payment is made. In addition:

- (1) You are not entitled to benefit for the first day you are out of work in any claim week unless you were out of a job for the whole of that claim week or unless you have been unemployed steadily for at least the whole of the previous claim week. (Seven consecutive days constitute a claim week commencing with your claim day).
- (2) You are not considered to be unemployed for the days on which you earn more than one dollar a day at a job which could ordinarily have been carried on in addition to your usual employment and outside your regular working hours.

You are not considered to be unemployed for benefit purposes on Sundays, statutory holidays or days of sickness, and therefore they do not count toward "waiting days".

**6. When you sign an Unemployment Register**, you are declaring that on the day or days for which you sign and for any previous days signed for, you were unemployed. You are also declaring that you were **capable of working and available for work** but unable to obtain suitable employment and that you were not physically incapacitated or sick enough to prevent your accepting work. You are also stating that if you have been requested by the Local Office to attend a course of instruction or training approved by the Commission that you are attending such course, or that you have a good reason for not attending it. Finally, if you are claiming the rate of benefit to which a person supporting a dependent is entitled, you are declaring that the facts regarding dependency as stated by you on your application for benefit form are correct.

**7. A Benefit Year**, generally speaking, begins on the date on which your first application for benefit is dated and does not exceed twelve months. If benefit has become exhausted before the twelve month period has lapsed, the benefit year ends on the date the benefit has become exhausted.

In your first benefit year you will be entitled to receive one day's benefit for every five days for which contributions have been made on your behalf during the last five years subject to your having the necessary number of qualifying days mentioned in paragraph 2.

**8. Service in Armed Forces**—Any period spent in the Armed Forces after June 30th, 1941, will count for benefit if you establish that you have had, since your discharge, ninety days of insurable employment in any period of one year.

**9. Meaning of "Unemployed"**—You must not declare yourself to be unemployed on any day on which you are following an occupation for which you are paid in any way. With this exception, you will not be deemed to be employed if the occupation for which you receive remuneration or profit is one which could **ordinarily** have been followed by you in **addition to your usual employment**. (This is also known as subsidiary employment). It must be one which could **ordinarily** have been followed by you **outside** your ordinary working hours. Finally, you must not receive more than \$1.00 for the day in question, or where it is earned for a lengthy period, the daily average must not exceed \$1.00. **Never declare yourself unemployed on any day on which you work. Tell the Local Office about any work you do.** Even if you believe that the work you have done does not count, and that you can fairly claim to have been unemployed, you must still give full particulars to the Local Office of any work you do in order that the Insurance Officer may judge the facts.

**10. Payments from Employers**—Even though you are not doing any work, if you continue to receive wages from your employer you are not regarded as unemployed. Tell the Local Office if you have received any bonus or any other payment from your employer.

**11. Training**—If you intend to take any course of training with a view to qualifying for employment, you should consult your Local Office.

**12. Sixteen years of Age**—Be sure to state your age correctly; if you are under 16 years of age you are