



IMPORTANT NOTICE TO MEMBERS ON LAYOFF

If **Employment Insurance** has **allowed additional weeks to your EI claim** you need to advise the SUB Office immediately in order to assure your SUB benefits are paid out correctly and on a timely basis.

If you have questions regarding the above information or Employment Insurance in general please use the following contact information.

If you are on INDEFINITE LAYOFF, please contact the Workers' Adjustment Center

@ 519-256-2936 X100 (ask for Deb or Tim)

If you are on TEMPORARY LAYOFF please contact your Benefit Representative.

WEP/Annex call Pat Freeland / Jim Bechard @ 519-257-2412

EEP/WAP contact Jerry Ferguson @ 519-944-9277.

If you have an E Pass

- go on to My Service Canada Account
- print out My Current Claim - this provides all the required information to adjust your claim
- Fax to Diane Migliarini at 519-257-4213 - or drop off at the Hourly Personnel Office, WEP, 2nd Floor (just off the catwalk)

If you do not have an E Pass

- Call your benefit representative and they will print out your information and submit to the SUB Office
- Pat Freeland/Jim Bechard at Windsor Engine Plant 519-257-2412
- Jerry Ferguson at Essex Engine Plant 519-944-9277