

# EMPLOYMENT INSURANCE/RECORD OF EMPLOYMENT INFORMATION - COVID-19

## EMPLOYMENT INSURANCE - RECORD OF EMPLOYMENT

If your employees are directly affected by the coronavirus (COVID-19) and they are no longer working, you must issue a Record of Employment (ROE).

When the employee is sick or quarantined, use code D (Illness or injury) as the reason for separation (block 16 on the ROE). Do not add comments. When the employee is no longer working due to a shortage of work because the business has closed or decreased operations due to coronavirus (COVID-19), use code A (Shortage of work). Do not add comments. When the employee refuses to come to work but is not sick or quarantined, use code E (Quit) or code N (Leave of absence), as appropriate.

Avoid adding comments unless absolutely necessary.

### SAMPLE EMPLOYEE TERMINATION FORM – COVID 19

**Employee Name:** \_\_\_\_\_

**Position/Trade:** \_\_\_\_\_

**Union Local (if applicable):** \_\_\_\_\_

**Eligible for Rehire:**       Yes                       No

**REASON FOR TERMINATION (check box that applies):**

	REASON FOR TERMINATION	CODE FOR RECORD OF EMPLOYMENT
<input type="checkbox"/>	Travel Abroad – 14 Day Self-Isolation	D
<input type="checkbox"/>	Illness (COVID-19 Symptoms)	D
<input type="checkbox"/>	Contact or Potential Contact with COVID-19 Positive Patient	D
<input type="checkbox"/>	Cohabitation with COVID-19 Positive Patient	D
<input type="checkbox"/>	Living With or Caring for High Risk/Vulnerable Person	K
<input type="checkbox"/>	Self Isolation by Choice/Childcare not Available	E/N
<input type="checkbox"/>	Shutdown or Shortage of Work Due to COVID-19	A
<input type="checkbox"/>	Participation in Service Canada Work-Sharing Program	H

Code H—Use Code H when the employee is participating in the Service Canada Work-Sharing Program.

Code K—Use Code K only in exceptional circumstances not covered by other ROE Codes (provide explanation in Block 18, Comments)

For example: change in payroll/ownership or company name; change in pay period type; death of an employee; Service Canada has requested the ROE.

Also in Block 16, you must enter the full name and telephone number of the person in your organization who is readily available to provide more information or clarification about the reason for issuing the ROE, if Service Canada needs it.