

Background

The purpose of a Supplemental Unemployment Benefit (SUB) is to provide supplemental payments to Employment Insurance (EI) Benefits during a period of unemployment. The Division will assist employees apprenticing for a trade by providing a Supplemental Unemployment Benefit (SUB) for Apprentices in accordance with rules set forth by Employment and Social Development Canada.

Procedures

1. Non-certificated employees enrolled in a Registered Apprenticeship Program with Alberta Apprenticeship and Industry Training Board are eligible for the Supplemental Unemployment Benefit.
2. Employees must receive prior approval from the Superintendent or designate, upon recommendation from their Supervisor, before being deemed eligible to participate in the SUB program.
3. To be eligible for the SUB program, employees shall complete the Return Service Agreement for Apprenticeship Training.
4. Eligible employees must provide proof of application for Employment Insurance Benefits prior to the SUB payments being issued.
5. Payments of guaranteed annual remuneration, deferred remuneration, or severance pay will not be reduced or increased by payments received under the Supplementary Employment Benefit.
6. The SUB plan:
 - a. Will be for the duration of September 1, 2015 to August 31, 2020
 - b. Is financed by general revenues and a separate record of all the SUB payments will be kept.
7. Any changes to the SUB plan will be reported in writing to Service Canada within 30 days of the effective date of the change.

References

[Apprenticeship and Industry Training Act](#)
[Form 4-14 Return to Service Agreement - Apprentice](#)