



## Employee FAQ – Temporary Layoffs

**Q: Am I still a YMCA employee if I'm temporarily laid off?**

**A:** Yes, you are still considered a YMCA of Northern Alberta employee while on temporary layoff. In the future, the YMCA will either recall you within 120 days, or if the shutdown lasts beyond that time frame, you will be permanently laid off and issued a severance package in accordance with labour standards.

**Q: I am currently in receipt of health benefits; will these continue while on temporary lay-off?**

**A:** Yes. All your benefits will continue except for short-term and long-term disability. The YMCA will cover all premium costs while you are on temporary layoff.

**Q: Will my tenure be affected by a temporary lay-off?**

**A:** No, you remain a YMCA of Northern Alberta employee while on temporary layoff and your tenure will continue to grow.

**Q: Will my vacation continue to accrue while on temporary lay-off?**

**A:** No, your vacation will not accrue while you are on temporary layoff.

**Q: Can I have my vacation and overtime accruals paid out while on temporary layoff?**

**A:** No. Your vacation and overtime accruals will remain in your bank and be available to you following your return to work. We are hopeful that this is a short-term temporary lay off. Should the YMCA permanently lay you off, we would pay out your vacation and overtime accruals.

**Q: Am I able to access my company pension funds while on temporary lay-off?**

**A:** No. Because this is a temporary lay off, you continue to be an employee of YNAB and you will not be able to withdraw or transfer funds from your pension plan.

**Q: When will I receive my final pay?**

**A:** You will be paid for all scheduled shifts or hours up to Saturday, March 21<sup>st</sup> and your final paycheck for that week will be deposited into your bank account on Friday, March 27<sup>th</sup>.

**Q: When will my ROE be available?**

**A:** ROEs have been submitted to Service Canada, however due to high volume on the Service Canada site, your ROE may not be available for several days. **You do not need your ROE to apply for Employment Insurance benefits.** You should apply as soon as possible after you stop working. If you delay applying for benefits beyond four weeks after your last day of work, you risk losing your benefits.

**Q: How do I access my ROE?**

**A:** You can access the help guide "Accessing My Electronic ROE", available on our employee web page at [northernalberta.ymca.ca/Home/COVID-19-EmployeeResources](http://northernalberta.ymca.ca/Home/COVID-19-EmployeeResources).

**Q: What if I'm a Part Time employee and don't have enough hours for EI?**

**A:** The federal government has recently made EI options available for employees that previously may not have been eligible and we encourage all staff to go through the EI process.



## Employee FAQ – Temporary Layoffs

**Q: How does the recall process work?**

**A:** We are hopeful that this mandatory and necessary disruption of our operations will come to a safe conclusion as quickly as possible. Once it does, you will be given seven days notice of your return to work date.

**Q: How do I apply for EI benefits?**

**A:** You can access the help guide “How to Apply for EI Benefits”, available on our employee web page at [northernalberta.ymca.ca/Home/COVID-19-EmployeeResources](http://northernalberta.ymca.ca/Home/COVID-19-EmployeeResources).

**Q: Can I access my centre and get any belongings?**

**A:** No. At this time, due to the current COVID-19 state of emergency we are not allowing access to any of our facilities, for non-essential tasks. If you need to pick up important belongings, please reach out to your Manager.

**Q: Can I access the YMCA network and my YMCA email?**

**A:** Yes. We hope this is short term in nature and staff that have YMCA emails can continue to access their emails through office 365, if needed. All employees will continue to have access to ADP and their T4 and pay stubs as well.

**Q: What other benefits might I be eligible for through the government?**

**A:** In recent days, the federal government has announced enhancements to current, as well as new programs that may be applicable for your situation. These enhancements include:

- EI options have been made available for employees that previously may not have been eligible
- There have been increases to the GST credit and Canada Child Benefit payment amounts
- A 6-month interest-free moratorium has been placed on the repayment of Canada Student Loans for all individuals currently in the process of repaying these loans.
- Additional income and support for vulnerable groups
- Increased flexibility to taxpayers to defer the return filing date and the payment dates
- Banks in Canada have affirmed their commitment to working with customers to provide flexible solutions, on a case-by-case basis. This may include situations such as pay disruption, childcare disruption, or illness. Canada’s large banks have confirmed that this support will include up to a 6-month payment deferral for mortgages, and the opportunity for relief on other credit products.
- The Canada Mortgage and Housing Corporation (CMHC) and other mortgage insurers offer tools to lenders that can assist homeowners who may be experiencing financial difficulty. These include payment deferral, loan re-amortization, capitalization of outstanding interest arrears and other eligible expenses, and special payment arrangements.

Additionally some employees may be eligible for emergency financial assistance through the Government of Alberta. Additional information can be found via <https://www.alberta.ca/emergency-financial-assistance.aspx>.