



FAQ Temporary Voluntary Lay Off Plan

How do I apply for CERB?

You apply online through [the CERB portal](#). Be sure to follow the CERB guidelines closely and refer to them often as reporting requirements may change as a result of CERB program changes. If you have questions on the program, you can call the CERB program directly at 1-833-699-0299. It is your responsibility to understand the application process.

When do I apply for CERB?

You can apply for CERB as soon as Human Resources approves your application.

Do I need my Record of Employment in order to apply for CERB?

No, you do not need a Record of Employment to apply for CERB.

Is the CERB taxable?

Yes, the CERB is taxable income. It is not taxed at source, therefore you may want to consider saving a portion or having additional income tax deducted from your StFX pay.

I heard that if you voluntarily leave your job you are not eligible for CERB, can I still apply?

You are participating in a voluntary temporary layoff as there is a shortage of work at the University. Yes, you are still eligible to apply for the CERB program.

What about my remaining vacation time?

If you haven't had a chance to use your remaining vacation time for 2019-2020 due to the temporary layoff, you can request to carry those days forward to the 2020-2021 vacation year. You will accrue vacation credits and sick leave credits based on your actual hours worked during your temporary layoff.

Can I take a second job during the temporary layoff?

The CERB program only allows you to earn a maximum of \$250 per week, not to exceed a maximum of \$1000 in any four-week period.

How many extra hours am I eligible to work?

Your hours will be calculated and you will be advised of the maximum number of hours you can work to ensure you do not exceed \$250 per week and do not exceed a maximum of \$1000 in any four-week period. Your CERB payment plus your income from extra hours cannot exceed your regular salary. See the charts below for sample calculations.

What if I am recalled before the lay-off period?

You will be provided with at least one week's notice before you are recalled.

If I choose to work additional hours to supplement my CERB, what is my schedule?

Your actual schedule will be developed in consultation with your supervisor in accordance with the operational needs of the University. You will be informed of the maximum hours available to you. You and your supervisor can agree that you will work less than the maximum hours and you will be paid for the hours you work, and not the maximum hours. Once you and your supervisor decide on your schedule, you will be provided with a minimum of two weeks' notice if your schedule is to change.

Will I maintain my benefits?

Yes, you will maintain health, dental and travel insurance.

Life and Long Term Disability will also continue during this temporary layoff period. Your regular deductions will continue during this period. If you choose not to work and therefore do not have earnings during this period, arrangements will be made to cover your premium costs when you return.

What about my pension?

You will have the choice to continue with your regular pension contributions or make contributions on your reduced earnings only. The University will match either option.

Can I use vacation days as my additional hours worked?

No, you must actually work the agreed upon hours.

Approximately how many hours would I have to work to receive the maximum amount of earnings up to \$250 per week; not to exceed a maximum of \$1000 in any four week period?

Your hours will be rounded down to the nearest half hour to ensure you don't exceed the maximum of \$250 per week. The following charts will give examples of the number of hours available at select salary intervals.

Based on 35 hours per week:

Annual Salary	Hours per Week	Hourly Rate	Possible Earnings/week	Weekly Hours Required
\$ 60,000.00	35.00	\$ 32.97	\$ 247.25	7.50
\$ 55,000.00	35.00	\$ 30.22	\$ 241.76	8.00
\$ 50,000.00	35.00	\$ 27.47	\$ 247.25	9.00
\$ 45,000.00	35.00	\$ 24.73	\$ 247.25	10.00
\$ 40,000.00	35.00	\$ 21.98	\$ 241.76	11.00
\$ 35,000.00	35.00	\$ 19.23	\$ 173.08	9.00
\$ 30,000.00	35.00	\$ 16.48	\$ 74.18	4.50
\$ 25,000.00	35.00	\$ 13.74	\$ -	0

Based on 37.5 hours per week:

Annual Salary	Hours per Week	Hourly Rate	Possible Earnings/week	Weekly Hours Required
\$ 60,000.00	37.50	\$ 30.77	\$ 246.15	8.00
\$ 55,000.00	37.50	\$ 28.21	\$ 239.74	8.50
\$ 50,000.00	37.50	\$ 25.64	\$ 243.59	9.50
\$ 45,000.00	37.50	\$ 23.08	\$ 242.31	10.50
\$ 40,000.00	37.50	\$ 20.51	\$ 246.15	12.00
\$ 35,000.00	37.50	\$ 17.95	\$ 170.51	9.50
\$ 30,000.00	37.50	\$ 15.38	\$ 76.92	5.00
\$ 25,000.00	37.50	\$ 12.82	\$ -	0

Will choosing the temporary voluntary lay-off option impact other decisions the University may make about my employment?

No. The University is taking a number of steps to reduce costs, including this program. The University hopes these steps will allow it to avoid more permanent staffing decisions. However, if the University has to make such decisions, employees will not benefit nor be prejudiced by the Temporary Lay-Off in any future decisions the University may make regarding staffing.