A vertical decorative bar on the left side of the page, consisting of a series of horizontal bars in shades of orange, red, and yellow.

To: Regina Bargaining Unit Employees

Re: Supplementary Unemployment Insurance Benefit Plan (S.U.B.)

Eligibility for Payment

1. Have a minimum of 18 months of service with the Company. After 18 months, you earn one week of benefits for each 40 hours (credit point) worked after the 18 months. There is a maximum of 52 weeks of possible benefit payable and credit points earned.
2. Receive an Employment Insurance (E.I.) Benefit in accordance with *the Employment Insurance Act*, or in the case that you are ineligible because you have an insufficient period to qualify for benefits under the Act, you must provide proof of denial from E.I.
3. Be laid off and have not refused recall for any reason, in accordance with the Collective Agreement.
4. Not be sick or disabled and receiving compensation for such.
5. Be an employee with Evraz and have not resigned from the Company.
6. Employees must forward their E.I. payment details within five (5) days of receipt. Employees who save receipts and forward them later will not be eligible for reimbursement.

How to Make a Claim

When you have received your E.I. payment, take a screenshot of the payments details (see below for example). Submit payment details, with name and address, to Payroll.Canada@evrazna.com within five (5) days of receipt. Once received, the details will be processed with the upcoming payroll run. All EI stubs must be submitted by the Monday of pay week to be processed on the Friday's pay.

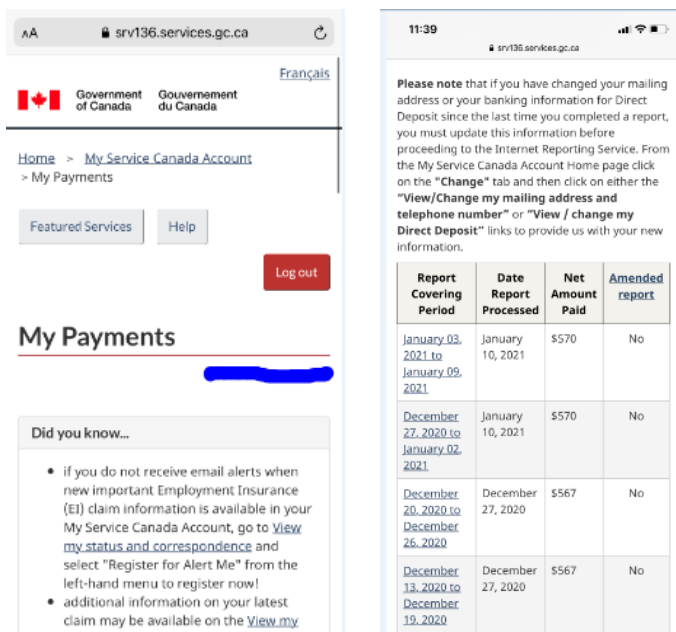
You must have credit points (40 hours) to be eligible to receive a payment. For each week you qualify for E.I. benefits, you will receive \$110.00 (taxable) and an earned credit point (40 hours) will be deducted. If the Plan drops below 35% of the maximum, the benefit will drop.

If there are insufficient funds in the Plan to make payments to the employees that have claims, no payments for that week will be made.

You will be paid on a bi-weekly basis for all eligible E.I. stubs received in the Regina office and payment will be directly deposited into your payroll account.

If you have any questions, please contact Payroll.Canada@evrazna.com

Example of the payment detail screen shot needed for processing:



The screenshot shows the 'My Payments' section of the My Service Canada Account website. It includes a table with the following data:

Report Covering Period	Date Report Processed	Net Amount Paid	Amended report
January 03, 2021 to January 09, 2021	January 10, 2021	\$570	No
December 27, 2020 to January 02, 2021	January 10, 2021	\$570	No
December 20, 2020 to December 26, 2020	December 27, 2020	\$567	No
December 13, 2020 to December 19, 2020	December 27, 2020	\$567	No

Below the table, there is a 'Did you know...' section with the following text:

- if you do not receive email alerts when new important Employment Insurance (EI) claim information is available in your My Service Canada Account, go to [view my status and correspondence](#) and select "Register for Alert Me" from the left-hand menu to register now!
- additional information on your latest claim may be available on the [View my](#)