



December 2024

Presidents Message

The long-awaited retroactive pay finally arrived. Thank you again to everyone for your patience while the payroll team worked to get the calculations done. I know many of you have questions regarding the calculations. To seek clarification on your specific calculation, please email the payroll department and ask for a breakdown of the payment. Here are some frequently asked questions that I can provide general answers to.

Why is there a pension deduction on my retro pay?

Retro earnings count towards your overall pension amount. Therefore, a percentage from the retro pay must be deducted and put into your pension plan.

Do I receive additional vacation pay on my retro amount?

Yes. You would receive additional vacation pay based on the increase. The additional vacation pay is included in your retro payment. However, for those that were not paid the correct vacation pay at the start of the 24/25 school year, which was then corrected in October, that correction has not been paid out yet. This would have occurred for those employees affected by the change to the years in which vacation pay increased. If you believe this affected you, please contact the payroll department.

Why was there so much income tax deducted from the retro payment?

Even though the retro was paid on a separate deposit, the amount of tax is based on the combined retro amount plus your regular biweekly deposit. Tax is calculated on the total pay, then the income tax that had already been taken off on the regular pay was subtracted from the overall amount and the remaining tax required was deducted from the retro pay.

Why is the retro pay only for one year?

We were only without a contract for the 23/24 school year.

If you have questions, please feel free to send me an email. I don't work in the payroll department so my knowledge is limited, but I will do my best to help explain what I can and seek the correct information from the appropriate people.



Executive Members

President – Jennifer Monaster

Vice President – Open

Treasurer – Robyn King

Secretary and Pension Rep – Cerys Hooper

Board Office Rep – Rosemary Koltalo

EA Rep, Health and Welfare and PD Rep – Maggi Sawchuk

EA Rep – Jenn Plesh

Library Tech Rep and PD Rep – Jocelyn Oliver

Secretary Rep – Kerry Fraser

Secretary Rep – Wanda Prychitko



Keep in Touch

Even during the postal strike, if a member at your work location is off for an extended illness or has had a bereavement in the family, or if a member has a reason to celebrate, please advise Maggi Sawchuk at maggi.sawchuk@sjasd.ca so that MANTE can send out an appropriate card.

Professional Development

Reminder. When applying for PD funding, fill out the PD application form available through the portal and scan the application or send through division mail to Connie Lowe at Lincoln Middle School.

MANTE Professional Development Committee

EA Rep – Maggi Sawchuk

Admin Asst. Rep – Rachel Novakowski

Library Tech Rep – Jocelyn Oliver

MANTE President – Jennifer Monaster

Human Resources – Joanne Johnston

Administrator – Connie Lowe

Financial – Monika Kananowicz

December Retirees

Caroline T. 20 years



Bereavement Leave

Our collective agreement outlines the different number of days you receive for bereavement. But did you know that you do not need to take all your bereavement days at the same time. Often, we find ourselves needing to take a day here and there to deal with situations stemming from the loss of a family member. It is becoming more common that a service or celebration of life is being held later. You may have to attend to duties surrounding being an executor of an estate. Those days are there to be used as you need them, whether that is all at one time or spread out through that school year

Absence Entry

Reminder, as per the Collective Agreement, Article 12.07 – Notification to Supervisor: Every employee shall notify the Division using the Atrieve system as soon as practical if they are unable to report due to illness. What that means is that you are under no obligation to call in or email your admin or supervisor when you are away sick. However, when you are entering and absence in during the school day or perhaps later in the morning, please keep in mind that the Atrieve absence report has already been printed and your name will not be on the report yet. In those cases, I would encourage you to make your admin aware that you are away or going home sick, but again there is no requirement to do so.

Contest Winners

Congratulations to our holiday contest winners. The odds were good for winning. Out of almost 500 MANTE members, only 53 entered the contest. I am not sure if people just don't like entering contests or if there are still so many members that do not read the newsletter. I encourage everyone to spread the word that the newsletter is a beneficial source for information and answers to commonly asked questions.

The winners are:

1 - Bonita D.

2 – Sherri F.

3 – Marni B.

4 – Jennifer S.

5 – Samantha B.

6 – Krystal B.

7 – Darlene M.

8 – Andrea J.

9 – Teghan K.

10 – Corinne N.

11 – Debbie N.

12 – Brandy B.



On behalf of the MANTE Executive, I would like to take this time to wish every member a happy holiday and a safe and enjoyable winter break. Your hard work, dedication and positive spirit have gone a long way to making the past four months a success. I hope you can all appreciate how your creativity and care have made such a meaningful impact on our school community, and for that, be proud. Take the time to rest and relax and leave the work concerns behind. See you all in the new year.

Important information regarding Employment Insurance Benefits

The division will send your ROE electronically. There is no group reference code needed to file your claim. Ensuring your application is completed correctly and on time will reduce processing delays. Reminder that you will need to claim the following STAT days if you choose to file EI over the break, December 25th and 26th as well as January 1st.

Are you Eligible?

To receive EI Regular benefits, you need to demonstrate that you:

- were employed in insurable employment
- lost your job through no fault of your own
 - are affected by [flooding or wildfires](#)
- have been without work and without pay for at least 7 consecutive days in the last 52 weeks
- have worked for the required number of insurable employment hours in the last 52 weeks or since the start of your last EI claim, whichever is shorter
- are ready, willing and capable of working each day
- are actively looking for work (you must keep a written record of employers you contact, including when you contacted them)

Preparing to Apply

Make sure you have the following information to complete your Employment Insurance (EI) application:

- your social insurance number (SIN)
- the last name at birth of one of your parents
- your mailing and residential addresses, **including the postal codes**
- your complete banking information to sign up for direct deposit
- the names, addresses, dates of employment, and reason for separation for all your employers over the last 52 weeks
- your detailed version of the facts (if you quit or were dismissed from any job in the past 52 weeks)
- the dates, Sunday to Saturday, and earnings for each of your highest paid weeks of insurable earnings in the last 52 weeks or since the start of your last EI claim, whichever is the shorter period

When to apply?

Submit your application after your last day of employment.

If you applied for EI benefits in the past year

If you started a new EI claim within the last 52 weeks and there are still weeks payable on that claim, **we'll automatically reactivate (renew) your existing claim when you submit your application.** In some cases, it may be to your advantage to cancel or end your old claim and start a new claim, because this may increase the amount of your benefits or the length of your benefit period.

It is important to consider:

- if your claim is reactivated and you work after the start of that claim, you may be able to establish a new claim when your existing claim runs out
- in order to establish a new claim you must have enough insurable hours and meet the qualifying conditions for a new claim
- if a new claim is established instead of reactivating your existing claim, the remaining weeks payable on the existing claim will be lost
- additionally, a 1-week unpaid waiting period must be served on a new claim before you're entitled to receive payment

To find out if you're eligible to receive EI regular benefits, you must submit an application online. The application takes about 1 hour to complete.



If you don't complete the application all at once, you can come back to it later using the temporary password that you receive when you start.

Your information is saved for 72 hours (3 days) from the time you start. If you don't submit the application within this time:

- it will be deleted, and
- you'll have to start a new application

When you apply for EI benefits, you'll be asked for your email address. If we need more information about your claim and can't reach you by phone, we'll send you a toll-free number in an email, asking you to call us.

Once a decision has been made regarding your EI application, a benefit statement and access code will be sent to you. You will need this access code to submit your bi-weekly reports online.

All this information can be found on the Government of Canada website:

<https://www.canada.ca/en/services/benefits/ei/ei-regular-benefit.html>

When you are filing your EI claim and it is asking you for your salary and STAT pay, reminder to use the calculation methods shown below to give an accurate salary amount. Our pay stubs show a prorated amount and do not accurately represent what you have earned in a two-week period. Also use these figures when claiming the STAT days that you are paid for over the winter break.

Here is the formula to calculate your biweekly pay.

- Find your correct pay per hour according to the grid displayed in the Collective Agreement
- Multiply that number by the hours you work per day and then by the number of days you work for a two-week period.

From there you can calculate your vacation pay.

- Take that final number and multiply it by the appropriate vacation percentage based on your years of service.
Less than 2 year of service – 4% In year 3 to 5 of service – 6% In year 6 to 15 of service – 8% In year 16 to 22 of service – 10% In year 23 and above of service – 12%

Here is an example based on an EAC with 7 years of service:

$\$30.03 \times 6.17 \text{ hours} = \$185.29 \text{ per day} \times 10 \text{ days} = \$1852.86 \text{ for a two-week period.}$

$\$1852.86 \times 8\% \text{ vacation pay} = \$148.23 \text{ vacation pay for that two-week period.}$

Here is an example based on an EAA with 4 years of service:

$\$26.06 \times 5.67 \text{ hours} = \$147.77 \text{ per day} \times 10 \text{ days} = \$1477.60 \text{ for a two-week period}$

$\$1477.60 \times 6\% \text{ vacation pay} = \$88.66 \text{ vacation pay for that two-week period.}$

Here is an example based on Secretarial Assistant with 2 years of service:

$\$22.35 \times 7 \text{ hours} = \$156.45 \text{ per day} \times 10 \text{ days} = \$1564.50 \text{ for a two-week period}$

$\$1564.50 \times 4\% \text{ vacation pay} = \$62.58 \text{ vacation pay for that two-week period}$

If you have any questions or concerns, please reach out and I can help with the calculations.

