



December 2025

President's Message

As we approach the much-awaited winter break, I want to extend my warmest wishes to each and every one of you. May this season bring you moments of joy, laughter, and peace, surrounded by loved ones. Take this time to rest, rejuvenate, and create beautiful memories with family and friends.

The past months have presented us with various challenges, but together, we've demonstrated resilience, adaptability, and the strength of our collective efforts. Your unwavering commitment to the support of our students has not gone unnoticed by MANTE. I want to express my heartfelt appreciation for the hard work, dedication, and teamwork that each of you has contributed throughout the year.

During the break, I encourage you to disconnect from work, unwind, and focus on the things that truly matter. Whether you're traveling, spending time at home, or simply enjoying some well-deserved rest, I hope you find peace and happiness. Wishing you all a wonderful holiday season and a happy, healthy, and prosperous New Year.

Jennifer Monaster

Contest Winners

Congratulations to our holiday contest winners. The odds were good for winning. Out of 500+ MANTE members, only 68 entered the contest. This has increased from last year, but we also have more members than last year. I again encourage everyone to remind other members that we have a monthly newsletter that is full of valuable information. The winners are:

- | | | |
|---------------|---------------|-----------------|
| 1. Ashley M. | 2. Pamela R. | 3. Jennifer L. |
| 4. Bonnie A. | 5. Valerie M. | 6. Katharine G. |
| 7. Kiley S. | 8. Adebisi G. | 9. Debera S. |
| 10. Jaimie M. | 11. April L. | 12. Katie P. |



Keep in Touch

If a member at your work location is off for an extended illness or bereavement, or if a member has a reason to celebrate, please advise Maggi Sawchuk at maggi.sawchuk@siasd.ca. MANTE will send out an appropriate card.

Executive Members

President – Jennifer Monaster
Vice President – **Open**
Treasurer and Pension rep – Cerys Hooper
Secretary – Kerry Fraser
Board Office Rep – Rosemary Koltalo
EA Rep, Health and Welfare and PD Rep – Maggi Sawchuk
EA Rep – Sheri Aussant
Library Tech Rep and PD Rep – Jocelyn Oliver
Secretary Rep – **Open**
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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 Crestview 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

Debera S.	26 years
Jo-Anne M.	24 years

Important information regarding Employment Insurance Benefits

The division will send your ROE electronically. There is no group reference code needed to file your claim. The division is required to submit your ROE no later than January 5th, 2026. 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 contact 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, it will ask 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 years 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%

If you have any questions, you can reach out to me through division email, and I will try my best to assist you.