

Authorization to Quit Employment **Information and Process for EAS Service Providers**

The purpose of this document is to provide external service providers with information on the process used by the Ministry of Housing and Social Development Employment and Labour Market Services Division (ELMSD) Program Officers (PO) in assisting clients who request an “Authorization to Quit” employment in order to participate in an Employment Benefit. This paper is specific to applicants applying for the Skills Development Program.

Employment Assistance Services (EAS) services are available to unemployed job seekers legally entitled to work in Canada. If an employed client accesses EAS service who may be appropriate for consideration for an authorized quit, the case manager should refer the client to their ELMSD Office for an assessment (according to locally established procedures).

WHO CAN AUTHORIZE A QUIT

Only delegated ELMSD POs and with Section 25 approval authority can authorize clients to quit employment to access ELMSD programming. **Please note: EAS service providers or Community Coordinator Agreement Holders cannot authorize a client to quit employment.**

WHY AND WHEN TO AUTHORIZE A QUIT

Authorizing clients to quit employment is only to be considered in **exceptional circumstances**; such as clients who:

- are in receipt of a notice of imminent lay-off (in writing);
- must leave their current occupation due to medical reasons (should provide written documentation from their doctor);
- are working less than 20 hours per week and are actively seeking full-time work;
- have a lack of marketable skills and are in a job which is insecure and low-paying; and
- are underemployed immigrants in insecure employment, with foreign credentials and marketable skills, requiring an upgrade for qualification recognition.

The approval for the request of an authorization to quit employment **must precede the applicant’s end date of employment** and be as close as possible to the start date of training.

HOW DO CLIENTS REQUEST A QUIT

When requesting a “quit”, clients **must complete** the “*Request for Authorization to Quit Employment*” form (HSD 5342). The request for authorization to quit employment is considered “approved” only when this form is signed by an authorized official on behalf of the ELMSD. The client will be provided with a copy of the approved form to attach to their application for Employment Insurance (EI) benefits.

FACTORS FOR CONSIDERATION PRIOR TO AUTHORIZING A QUIT

- Client is likely to meet eligibility as an EI Client (formerly, “Insured” Participant”);
- The employment barrier/need and the Return to Work Action Plan (RTWAP) make sense;
- Any possible negative effects on the employer are minimal; and
- The client is aware of all possible effects of his/her decision to quit, for example, on a severance package etc.

MULTI-YEAR TRAINING (2 or 3 year programs)

Clients in receipt of EI Part I benefits, participating in multi-year training programs, who find employment during an school break that is not already included as an authorized break in their funding agreement (summer) i.e. from May – August, must advise their case manager and must request a quit from that job, prior to going back to school. They must complete the HSD 5342 – “*Request for Authorization to Quit Employment*” form for approval by an ELMSD PO. Failure to do so will result in a disqualification on their EI claim.

RECOMMENDED PROCESS FOR EAS SERVICE PROVIDERS

The following steps will help provide clarity and assistance to EAS service providers when approached by an ‘employed’ worker who may be suitable for consideration for an “Authorized Quit”:

1. EAS service provider is approached by an employed worker who appears to meets the “Authorization to Quit” employment criteria.
2. EAS case manager meets with client to discuss his/her situation and reasons for wanting to quit their job (initial contact). (Client may also be advised of the process involved in applying for training).
3. EAS case manager can either refer the client or compile and forward the information collected through the initial contact to an ELMSD PO for an assessment.
4. Upon completion of assessment of the client situation the ELMSD PO advises the client and the EAS case manager of their decision accordingly, and if it is determined that the client meets the “authorization to quit” criteria, the PO recommends that the case manager proceed with the development of an action plan with the client.
5. The EAS case manager advises client of the ELMSD decision, cautions him/her not to quit his/her employment without prior written approval from ELMSD.
6. EAS case manager assists client in the development of a RTWAP and completion and submission of the Skills Development application package including the “*Request for Authorization to Quit Employment*” form (HSD 5342).
7. The ELMSD Program Officer reviews the application package including the client's authorization to quit employment request and assesses the requested employment activity accordingly.
8. ELMSD would not authorize the client to quit their employment if the application for funding approval and/or Section 25 referral is unlikely to be *approved*. If the client's application is to be approved, the PO advises both the case manager and the client of this decision and must provide the client with a signed copy of the HSD 5342 that must be attached to their application for EI benefits. Failure to do so could result in disqualification from Employment Insurance Benefits.

Note: In cases where an EAS service provider is unwilling to assist an ‘employed’ worker, these individuals must be referred to a PO at the local ELMSD office for assistance and an assessment of their situation in regards to an “authorized quit”.