

Authorization to Quit Employment Information and Process for EAS Service Providers in Yukon

The purpose of this document is to provide external service providers with information on the process used by the Department of Education, Advanced Education, Labour Market Programs and Services (LMPS) 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.

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 LMPS for an assessment. (according to locally established procedures).

WHO CAN AUTHORIZE A QUIT

Only designated LMPS officials with Section 25 approval authority can authorize clients to quit employment to access LMPS programming. **Please note: EAS service providers cannot authorize a client to quit employment.**

WHY AND WHEN TO AUTHORIZE A QUIT

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.

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

HOW DO CLIENTS REQUEST A QUIT

When requesting a "quit", clients **must complete** the "*Request for Authorization to Quit Employment*" form. The request for authorization to quit employment is considered "approved" only when this form is signed by a designated LMPS official on behalf of LMPS. The client will be provided with a copy of the approved form to attach to their application for EI benefits.

FACTORS FOR CONSIDERATION PRIOR TO AUTHORIZING A QUIT

- Client is likely to meet eligibility as an “Insured Participant”,
- The employment barrier/need and the RTWAP make sense;
- Any possible negative effects on the employer are minimal,
- 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 a school break (normally from May – August), and employment continues into the next funding period must advise their Case Manager and must request a quit from that job, prior to going back to school. They must complete the “*Request for Authorization to Quit Employment*” form for approval by a designated LMPS official. 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 meet 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 a funded LMPS intervention).
3. EAS Case Managers requiring guidance in assisting a specific applicant’s situation with respect to authorized quits may contact a designated LMOS official. The designated LMPS official can provide an opinion as to the suitability of a client referral, based on the information provided by the case manager, but cannot provide authorization prior to receipt of the completed application.
4. The EAS Case Manager advises the client not to quit his/her employment without prior written approval from a designated LMPS official.
5. EAS Case Manager assists client in the development of a Return to Work Action Plan and completion and submission of the Skills Development application package including the “*Request for Authorization to Quit Employment*” form.
6. The designated LMPS official reviews the application package including the client’s authorization to quit employment request and assesses the requested employment activity accordingly.
7. If the client’s application is to be approved, the PO advises both the Case Manager and the client of this decision and provides the client with a signed copy of the Authorization to Quit form 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 designated LMPS official for assistance and an assessment of their situation in regards to an "authorized quit".