

**Memorandum**

Subject: Christmas Break – Individuals in Receipt of Part I  
Employment Insurance (EI) Benefits

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Tuition-based Public and Private Training Providers  
Student Aid Alberta

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**MESSAGE:**

Service Canada/Employment and Social Development Canada (ESDC) has asked Human Services to forward this information regarding reporting instructions to staff and training providers working with individuals in receipt of Employment Insurance (EI) benefits.

EI recipients who are on break from approved training during the Christmas period (e.g. December 23, 2013 to January 3, 2014) should continue to report "YES" to the training question when reporting to ESDC. When asked for the number of hours attended, they are to indicate at least one hour of training in each week of the break period.

If the recipient is required to complete paper report cards, they are to include in the space provided that they are on 'BREAK' in addition to the instruction above.

EI recipients reporting "NO" or 0 hours to the question asking if they are in training, may have their reports rejected.

Service Managers responsible for individuals in receipt of Part 1 EI benefits should advise training participants accordingly.