

HOW TO DECLARE YOUR SALARY FOR EMPLOYMENT INSURANCE PURPOSES

- **SUBSTITUTE TEACHERS**

Substitute teachers need to declare their salary according to the period or the weeks worked.

- **TEACHERS ON CONTRACT**

A contract teacher must spread his/her salary, on an equal basis, over the duration of the contract. This includes the Spring Break, statutory as well as other holidays provided for in the school calendar and pedagogical days, excluding Saturdays and Sundays.

- **Total Amount of the Contract**

In order to declare a salary that is equally spread over the duration of the contract, the teacher needs to know the total amount of the contract.

Once the total amount of the contract has been calculated, you simply divide this amount by the number of days covered by the contract (not the number of work days), always excluding Saturdays and Sundays. This means 5 days per complete week of the contract plus the number of days in the first week and the last week of the contract.

If you did substitution in addition to the contract, revenues from substitution must be added to the revenue of the contract.