

Record of Employment (ROE)

This fact sheet explains the law in general. It is not intended as legal advice for your particular problem. Because each person's situation is different, you may need to seek legal advice. A lawyer at MWC reviewed this information in May 2018.

Before you leave your present job, you should request these documents from your employer:

- T4- You will need this to file your taxes with Canada Revenue Agency.
- Record of any overtime hours you worked, and
- Record of employment (**ROE**). The ROE indicates:
 - your reason for leaving
 - hours worked
 - gross earnings
 - any money paid or payable at the time you left your job.

Is a Record of Employment important?

Yes it is! Keep your ROE in a safe place. It is your work record and can serve as proof that you have worked the necessary time to apply for permanent residency.

For caregivers in the LCP, ROEs for all previous employers is required to prove 24 months of authorized full-time employment. As a live-in caregiver, you need ROEs for all previous employers for your PR Application. If your employer is refusing to give you a ROE, with legal assistance, you can create a statutory declaration, attaching the documents you have collected, and send it to immigration in the place of your ROE.

Migrant workers will also need ROE to receive Employment Insurance (EI) benefits. The ROE will be used to determine your eligibility for EI benefits, the benefit rate, and the duration of the benefit.¹

What if my employer refuses to give me a ROE?

Only your employer can get and complete the ROE. Your employer is legally obliged to give you a ROE and cannot refuse to do so. However, if your employer refuses, write a letter to your employer and keep a copy of this letter for yourself. Send the letter via registered mail and keep the receipt to be able to show the proof of service if necessary. If the employer does not reply, you should collect any proof of your work for the employer (e.g. bank records, pay slips, copies of cheques, etc). You can also contact your local Service Canada Centre or call SCC at 1-800-206-7218 to assist in obtaining a ROE. You can find your local Service Canada by entering your zip code here: <http://www.servicecanada.gc.ca/tb-sc-fsco/sc-hme.jsp?lang=eng>

¹ Please refer to "Employment Insurance" factsheet.