

Visit [wsib.ca/submit](http://wsib.ca/submit) to submit this form and supporting documents.

A. Earnings				
<b>Please complete the following in Section A - Earnings:</b>				
	<b>A1</b>	<b>A2</b>	<b>A3</b>	
1) Date of hire: _____				
2) To recalculate your employee's long-term earnings basis, please provide the total gross pay your employee received for the following time periods. If there was a break in employment, you can adjust the dates. (See page 3 for more details about a break in employment.)				
Enter the employee's total gross earnings while working for you	from	to	N/A	Total earnings \$
Enter the employee's total gross earnings while working for you	from	to	N/A	Total earnings \$
Enter the employee's total gross earnings while working for you	from	to	N/A	Total earnings \$
3) Enter the employee's annual salary as of _____ . \$ _____				

B. Rate change				
Did the employee receive a pay increase or decrease during the period provided in Section A? <span style="float: right;">Yes    No</span>				
If yes, provide the effective date of change, the old rate of pay, the new rate and the reason for the change in pay. Please provide a breakdown of the number of regular hours and overtime hours worked at the old rate and specify the overtime rate at which these hours were paid.				
Effective date (dd/mmm/yyyy)	Old rate	Number of hours worked at old rate	New rate	Reason

C. Lost time without pay		
During any of the periods provided in Section A2, provide the number of days lost without pay, the reason time was lost and the dates.		
If an annual salary was provided in Section A3, please provide the number of days lost without pay in the 365 days prior to the date(s) indicated.		
Number of days	Reason(s)	Date(s) lost without pay
	Vacation	

Email [accessibility@wsib.on.ca](mailto:accessibility@wsib.on.ca) if you need a different format or accommodation. Disponible en français.

C. Lost time without pay (continued)		
Number of days	Reason(s)	Date(s) lost without pay
	Sickness	
	Personal time off	
	Lack of work	
	Other (specify)	

Name		Signature	
Official title	Date (dd/mmm/yyyy)	Telephone number	
<p>Check this box if you are completing and submitting this form electronically. This represents your signature. You must fill out your name and the date above.</p>			

**Definitions:****Short-term loss-of-earnings benefits**

The first 12 weeks of loss-of-earnings benefits are based on the employees average earnings from each of their employers at the time of the injury. This is called the short-term earnings basis.

**Long-term loss-of-earnings benefits**

When the claimant has received 12 weeks of loss-of-earnings benefits, we determine the long-term earnings basis for the claimant if it is unfair to continue paying benefits based on the short-term earnings basis. This is based on the claimant's average earnings over a one to two-year period depending on the claimant's employment pattern at the time of the injury or layoff.

**Break in employment pattern**

A break in employment is a change in an employee's employment that is significant enough to make the period before the break irrelevant when determining an employee's long-term earnings.

The following scenarios may be considered a break in the employment pattern:

- a change from non-permanent to permanent employment and vice versa
- a permanent change from full-time to part-time employment and vice versa
- a promotion or demotion to a new position (only people in permanent employment)
- a change from one permanent to another permanent employer
- a change in job grade or classification

**Types of earnings to be included in the long-term earnings basis**

The long-term earnings basis is calculated using earnings from the first 12 to 24 month period before the claimant's workplace injury or layoff, whichever applies.

Some examples are:

- overtime
- shift differential
- cost of living
- commission paid in addition to, or in lieu of, regular salary or wage
- tips and gratuities
- award payments, e.g., for an idea or suggestion
- payment in the form of merchandise
- room and board which are part of earnings
- profit sharing, e.g., employer's business profits shared with employees
- vacation pay
- unused sick pay credits paid annually in a lump sum
- termination pay in lieu of notice
- royalties
- dividends
- stocks, value at date received
- Employment Insurance benefits for lay-offs, shortage of work, etc.