



✓ Easy Reading



Employment Law Protects Workers

This information applies to jobs that are under the Alberta Employment Standards Code.

You are going to read about the Employment Standards Code. The code has laws (rules) about working in Alberta.

The laws are about different things. For example:

- wages (pay)
- days off
- overtime (extra hours)
- general holidays (stat holidays)

Note: These 4 pages give you basic information about some of the laws in the code. There is other important information in the code.

You can get more information from the Government of Alberta. Look on page 4.

1 Wages

Alberta has rules about wages.

- ✓ The general minimum wage is \$12.20 per hour. Workers must earn at least \$12.20 per hour. The minimum wage is the same for adults, students and youth.
- ✓ Many employers pay more than the minimum wage.
- ✓ Wages do not include some things. For example: tips and expense money.

Examples:

Aliea is a clerk in a store. She makes \$12.20 per hour.



Van works in a bar. He serves food and liquor. His wage is \$13.00 per hour. Customers leave tips for him too.

He gets his wage plus tips.



Cora works in a day care centre. Sometimes she buys snacks for the children. Her employer pays her back for these expenses.



Who is an employer?

An employer is someone who has employees (workers). For example, an employer might own:

- a restaurant
- a gas station
- a house-painting company



Who is an employee?

An employee (worker) is someone who works for an employer. For example, an employee might be:

- a cook in a restaurant
- a gas station attendant
- a painter



2 Three-hour minimum

- ✓ There is a 3-hour minimum for pay. Most workers must earn at least \$36.60 if they go to work. The \$36.60 is equal to 3 hours at the general minimum wage.



Example: Adam works in a hotel. His pay is \$13 per hour.

One day, Adam went to work. Two hours later, his supervisor told him to go home. The hotel was not busy. Adam only worked 2 hours. But his supervisor had to pay him \$36.60.

3 Rest breaks

- ✓ If workers work more than 5 hours, they must have 30 minutes or more to rest during that shift.
- ✓ Some employers pay for rest breaks. But some do not.



Example: Lee is a dishwasher. He works an 8-hour shift.

His employer tells him to take a 20-minute break at lunchtime and a 10-minute break in the afternoon. Lee's employer pays Lee for these rest breaks.

4 Payday

- ✓ Employers and workers agree on a rate of pay. The rate must be at least \$12.20 per hour.
- ✓ Employers can pay workers by cash, by cheque or by direct deposit into a worker's bank account.

- ✓ Employers decide when to pay their workers. For example, a pay period might be weekly, twice a month or once a month. Workers must get paid at least once a month.

5 Pay stub

✓ Employers **must** give workers a pay stub after each pay period. The pay stub shows many things.



Example

Tom works in a convenience store. He makes \$15 per hour.

Tom gets paid every 2 weeks. He gets a cheque from his employer. Tom gets a pay stub with his cheque.

Note: A pay stub is also called a pay slip or a statement of earnings and deductions.

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
Oct. 2 off	Oct. 3 8 hrs.	Oct. 4 8 hrs.	Oct. 5 8 hrs.	Oct. 6 8 hrs.	Oct. 7 8 hrs.	Oct. 8 off
Oct. 9 off	Oct. 10 Holiday off	Oct. 11 8 hrs.	Oct. 12 8 hrs.	Oct. 13 (8+4) 12 hrs.	Oct. 14 8 hrs.	Oct. 15 off

Here is one of Tom's pay stubs.

Name: Tom Worker

Pay period: October 2 to October 15, 2016

Wage rate: \$15.00 per hour

Overtime rate: \$22.50 per hour

Earnings	Hours	Earnings
Regular hours	72	\$1,080.00
Overtime	4	\$90.00
Time off in lieu	0	
Vacation pay paid (4% of regular wages)		\$43.20
General holiday paid (Thanksgiving)	8	\$120.00
Total hours	84	
Total earnings (gross pay)		\$1,333.20 \$1,333.20

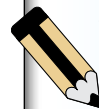
Deductions (biweekly)

Income tax	\$168.35	
Federal	\$114.43	
Alberta	\$53.92	
EI	\$25.06	
CPP	\$59.33	
Total deductions	\$252.74	– \$252.74
Net pay (take-home pay)	\$1,080.46	

Net pay = total earnings – deductions

Find the answers

1. What was the pay period for Tom's pay stub?



2. What is his regular wage rate?

3. How many regular hours did Tom work?

4. How many overtime hours (extra hours) did he work?

5. What is Tom's overtime rate?

6. Did he get paid for any general holidays?

7. How much was his net pay?

Answers on page 4

Deductions

✓ Employers must deduct some money from workers' pay. This money is called source deductions. For example:

- deductions for income tax
- deductions for Employment Insurance (EI)
- deductions for Canada Pension Plan (CPP)

What deductions can you find on Tom's pay stub?

✓ Employers cannot take deductions for some things.

Examples:

Grace is a cashier. Other employees use her cash register when she is on a break.

She has to count her cash at the end of the day. Sometimes her total is less than the computer's total. This difference is called a shortage.

Grace's employer cannot take the shortage from Grace's pay.



Ahmed made a mistake at work. He broke a tool. His supervisor told him to be more careful.

Ahmed's supervisor cannot take the cost of the tool from Ahmed's pay.



Here are some tips

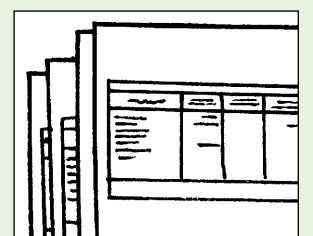
✓ Always write down your work schedules. Keep track of the hours that you work.



✓ Read your pay stubs very carefully. Make sure you get paid correctly. Talk to your supervisor if you have questions.

✓ It is a good idea to keep your pay stubs for a few years. You might need them in the future.

For example, your employer might go out of business and owe you money. You can complain to Employment Standards. They will need your pay stubs to help you get your money.



6 Days off

✓ Workers must get days off. For example:

■ 1 day of rest in each work week

Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
Mar. 5	Mar. 6	Mar. 7	Mar. 8	Mar. 9	Mar. 10	Mar. 11
work	work	work	work	work	work	off

■ Or 2 days of rest in a row in each 2 work weeks in a row

Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
Mar. 5	Mar. 6	Mar. 7	Mar. 8	Mar. 9	Mar. 10	Mar. 11
work	work	work	work	work	work	work
Mar. 12	Mar. 13	Mar. 14	Mar. 15	Mar. 16	Mar. 17	Mar. 18
work	work	work	work	work	off	off

Example:

Amal works Tuesday to Sunday at a flower shop. She gets Mondays off.



Sometimes her employer asks her to work on Monday too. If Amal works for 12 days in a row, she must get 2 days off. The 2 days must be in a row. For example:

Monday	Tuesday
OFF groceries, library	OFF volunteer at school

✓ Many employers give workers 2 days off in each 7-day work week.

7 Overtime (extra hours)

✓ Sometimes employers ask workers to work overtime. Employers decide how to pay for overtime. They must give overtime pay **or** time off with pay.

✓ Most workers get overtime if they work more than 8 hours a day **or** 44 hours in a week. Overtime has many rules. Employers use daily and weekly hours to figure out (calculate) overtime.

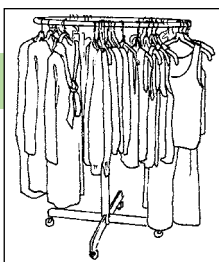
We're really busy. Can you stay and work some overtime hours?



Examples

Overtime pay

Keiko works in a clothing store.



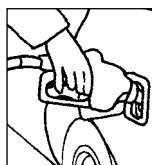
She earns \$14 per hour. She usually works an 8-hour shift.

Last Monday, Keiko worked 10 hours. She must get 2 hours of overtime pay. It is 1½ times her regular pay (\$21 per hour). Keiko's total overtime pay is \$42.

In that week, Keiko had 40 hours at \$14 and 2 hours at \$21.

Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
off	(8+2) 10 hrs.	8 hrs.	8 hrs.	8 hrs.	8 hrs.	off

Mike is a gas station attendant. He usually works a 6-hour shift.



Last Monday, Mike's supervisor asked him to work 8 hours. Mike did not get overtime pay. He got regular pay for Monday because he did not work more than 8 hours that day **or** more than 44 hours that week.

Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
off	8 hrs.	6 hrs.	6 hrs.	6 hrs.	6 hrs.	off

Time off with pay

Gina works in a warehouse. She signed an overtime agreement with her employer.

Under this agreement, Gina gets time off with pay **instead of** overtime pay. (People also say **in lieu of** overtime pay.) Gina can save her overtime hours and use them later.

Last week, Gina worked 44 regular hours and 4 hours of overtime. She will save the 4 overtime hours.

Next month, Gina will take the 4 hours off and volunteer at her son's school. She will get 4 hours off with pay. The pay will be her regular rate of pay.

Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
off	8 hrs.	8 hrs.	8 hrs.	8 hrs.	8 hrs.	(4+4) 8 hrs.



8 Vacations

✓ Workers must take vacations. They need a rest from work.

Workers must get a vacation after they have worked for one employer for 12 months. They must get vacation pay too.

years worked	minimum vacation	minimum vacation pay
after 1, 2, 3 or 4 years	2 weeks	4% of regular pay
after 5 years	3 weeks	6% of regular pay

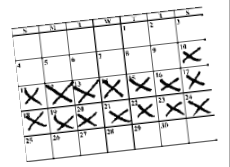
Note: Construction workers get 6% vacation pay.

✓ Workers earn their vacation during the year. Then they take their vacation sometime in the next year.

✓ Workers get vacation pay in different ways. For example:

■ Some workers get vacation pay on every paycheque.

■ Some workers get all their vacation pay just before they take a vacation.

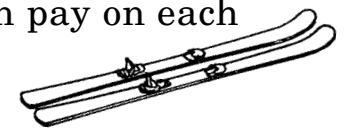


Examples:

Tanya works full time at a pet store. She gets \$13 per hour. She gets vacation pay on each paycheque.

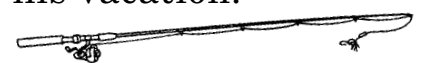
Tanya has worked for the store for one year. So she has earned a vacation. She must get at least 2 weeks off.

Tanya won't get paid during her vacation because she got her vacation pay on each paycheque.



Abi works part time in a hotel. He is paid hourly. He does not get his vacation pay on each paycheque.

Abi has worked for the hotel for one year. So he has earned a vacation. He must get at least 2 weeks off. He will also get his vacation pay. It is 4% of his last year's wages. He will not get his regular salary during his vacation.



Miguel gets a monthly salary. He has worked at his job for one year. So he has earned a vacation. He must get at least 2 weeks off. He will get his regular salary during his vacation. He will not get 4% vacation pay.

Questions and answers

Q Will my employer pay me for Canada Day and other general holidays?

A There are 9 general holidays in Alberta. Many people call them stat (statutory) holidays.

New Year's Day	Labour Day
Alberta Family Day	Thanksgiving Day
Good Friday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	

Some people do not get a day off on these holidays. If the holiday is on your normal day of work or if you work it, you might get extra pay. Ask your employer how you will get paid.

Note: Construction workers always get general holiday pay. They might get the holiday off.

Q I have been at my job for 6 months. Now I want to quit. What do I need to do?

A You must give written notice to your employer. Your letter must say the date of your last day of work.

This chart shows how much notice workers must give.

months or years worked	notice to boss
3 months or less	no notice
over 3 months but less than 2 years	1 week's notice
2 years or more	2 weeks' notice

Q My wife is pregnant. She has worked at a day care centre for 16 months. How much time can she take off from her job?

I have been at my job for 2 years. Can I take time off from my job too?



A Your wife has worked for one employer for more than 12 months. This means that she can take up to 52 weeks off.

The 52 weeks include 15 weeks of maternity leave and 37 weeks of parental leave. She will have a job at the day care centre when she finishes her leave.

You have also worked more than 12 months. So you and your wife can share the 37 weeks of parental leave.

You and your wife might get Employment Insurance (EI) while you are on leave if you have worked the required hours. Talk to your employers. Or ask about EI at a Service Canada Centre.

Q My mother is very, very sick. She might die soon. She needs my help. Can I take time off from work?

I work part-time. I've worked at the same job for 2 years.



A You can take compassionate care leave. You've worked for one employer for 52 weeks in a row. So you can take the leave.

You must be the main caregiver for your mom.

Your mom must be very sick. Your doctor must write and sign a note. The note must show that:

1. Your mom will probably die within 26 weeks.
2. Your mom needs care or help.

You might get Employment Insurance (EI) while you are on leave. Ask about EI at a Service Canada Centre.

This publication is for adults who are improving their English reading skills.

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is published by the Government of Alberta in partnership with the Government of Canada to provide employment support programs and services.

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Watch for changes: This publication is about employment laws in Alberta. These laws might change in the future.

If the laws change, the Alberta government will announce the changes. Then employers and workers will learn about the new laws.

Answers to the questions on page 2:

1. Oct. 2 to Oct. 15 2. \$15.00 per hour 3. 72
4. 4 5. \$22.50 per hour 6. Yes 7. \$1,080.46

Note: The photos in this publication are for illustrative purposes only. The photos portray fictional people.

Where to get help

Employment Standards helpline

You can get more information from the Employment Standards helpline.

You do not have to give your name or your employer's name when you phone. Your call is confidential (secret).

Edmonton: 780-427-3731

Outside Edmonton (free):
1-877-427-3731



Deaf or hard of hearing with TTY:

780-427-9999 in Edmonton,
or 1-800-232-7215 (free)

work.alberta.ca/es

Work Right Alberta

You can get information about labour laws and workplace safety.

workright.alberta.ca

Alberta Works Centres

You can get employment and career information at an Alberta Works Centre.

Call or email the Career Information Hotline to find a centre near you.

Career Information Hotline

Edmonton: 780-422-4266

Outside Edmonton (free):
1-800-661-3753



Email: hotline@alis.gov.ab.ca

Service Canada Centres

You can get information about EI at a Service Canada Centre. Someone can help you find a centre at:

servicecanada.gc.ca/offices

Other people

You can ask for help from other people too. For example: a friend, family member, teacher or immigrant serving agency.

How to order

- ✓ To order one copy, call or email the Career Information Hotline.
- ✓ To order two or more copies, go to: alis.alberta.ca/publications
- ✓ You can also order other Easy Reading publications, for example:
 - *Be Safe at Work*
 - *Keep Your Job*
 - *Training for Work*

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