

Alberta Employment Standards & Regulations	
Minimum Wage	<p>\$9.40 per hour for most employees.</p> <p>Note: Minimum wage changes are tied to the consumer price index and will be implemented on September 1.</p> <p>Note: Alcohol servers, sales people and domestic employees have different minimums.</p>
Call-in Pay	3 hours at not less than minimum wage.
Overtime Hours	<p>Hours in excess of 8 hours per day or 44 hours per week, whichever is greater. Overtime hours are calculated on a daily and weekly basis.</p> <p>Note: Those exempt include managers, supervisors and those employed in a confidential capacity.</p>
Overtime Pay	1 ½ times the regular wage rate.
Leaves of Absence	
Maternity Leave	<p>15 weeks of unpaid leave.</p> <p>Note: To be eligible, employees must have been employed for at least 52 weeks prior to commencing the leave.</p>
Parental Leave	<p>37 weeks of unpaid leave.</p> <p>Note: To be eligible, employee must have been employed for at least 52 weeks prior to commencing the leave.</p> <p>Note: Available to both biological and adoptive parents.</p>
Jury Leave	<p>Unpaid leave of absence of unlimited duration to serve as a juror.</p> <p>Note: Employee entitled regardless of length of employment.</p>
Reservist Leave	<p>Unrestricted amount of unpaid leave for a member of the Canadian Forces Reserves who is absent from work due to deployment. The leave may last as long as is necessary to accommodate the period of service. Reservists are also entitled to unpaid leave of up to 20 days per year to participate in annual training.</p> <p>Note: To be eligible, employees must have been employed for at least 26 consecutive weeks prior to commencing the leave.</p>

<p>Vacation Time</p>	<p>After 1 year of employment: 2 weeks per year.</p> <p>After 5 years of employment: 3 weeks per year.</p> <p>Note: Vacation time must be given in the 12 month period following the anniversary date used by the employer for vacations.</p> <p>Note: Vacations must be given in one unbroken period unless the employee requests to take their vacations in shorter periods. This is permissible so long as those periods are at least 1 day long.</p> <p>Note: If a mutually acceptable time for the employee's vacation cannot be found, the employer can decide on the time. However, the employee must receive at least 2 weeks notice in writing of the start date of their vacation. The employee must take their vacation at that time.</p>
<p>Vacation Pay</p>	<p>First 5 years of employment: 4% of wages earned.</p> <p>After 5 years of employment: 6% of wages earned.</p> <p>Note: Special rules regarding vacation pay apply to construction workers.</p>
<p>General Holidays</p>	<p>New Years Day</p> <p>Alberta Family Day (Third Monday in February)</p> <p>Good Friday</p> <p>Victoria Day</p> <p>Canada Day</p> <p>Labour Day</p> <p>Thanksgiving Day</p> <p>Remembrance Day</p> <p>Christmas Day</p> <p>Note: Certain named employees and professionals are exempt from general holidays.</p>
<p>General Holiday Pay</p>	<p>Eligible employee - normally scheduled to work on day of the holiday - does not work: The employee is entitled to be paid at least average wages for the day (normally this would be regular wages for the day).</p> <p>Eligible employee - normally scheduled to work on day of</p>

	<p><i>the holiday - works:</i></p> <p>a) Employee is entitled to at least the average daily wage PLUS 1 ½ for all hours worked, or</p> <p>b) Employee can be paid regular wages for the day of the holiday and a holiday off with pay on another day that otherwise would be a normal working day. The replacement holiday must be a day on which the employee is normally scheduled to work.</p> <p><i>Eligible employee - not normally scheduled to work on day of the holiday - does not work:</i> Employee is not entitled to receive pay for the holiday or another day off with pay.</p> <p><i>Eligible employee - not normally scheduled to work on day of the holiday - works:</i> Employee is entitled to be paid 1 ½ for all hours worked.</p> <p><i>Ineligible employee - does not work on day of the holiday:</i> Employee is not entitled to receive pay for the holiday nor another day off with pay.</p> <p><i>Ineligible employee - works on day of the holiday:</i> Employee is entitled to be paid at regular rates of pay for all hours worked.</p> <p><i>Note:</i> The employee must have worked for the employer for at least 30 working days in the 12 months before the general holiday.</p>	
<p>Notice of Termination by Employer</p>	<p>Length of Service</p>	<p>Minimum Required Notice</p>
	<p>Less than 3 months</p>	<p>None</p>
	<p>3 months but less than 2 years</p>	<p>1 week</p>
	<p>2 years but less than 4 years</p>	<p>2 weeks</p>
	<p>4 years but less than 6 years</p>	<p>4 weeks</p>
	<p>6 years but less than 8 years</p>	<p>5 weeks</p>
	<p>8 years but less than 10 years</p>	<p>6 weeks</p>
	<p>10 years or more</p>	<p>8 weeks</p>
	<p><i>Note:</i> When terminating 50 or more employees at a single site within 4 weeks, group termination rules may apply.</p>	
<p>Temporary Layoffs</p>	<p>Maximum duration before layoff becomes a termination: 59 days (unless a collective agreement provides other recall rights that</p>	

	are longer than the 59 days).
Record Keeping	<p>Employment records must be retained by an employer for at least 3 years from the date each record is made.</p> <p>Note: Other agencies, such as the Canada Revenue Agency, may require employers to keep different types of records for different lengths to time.</p>
Some Posting Requirements	<p>Employers must post the following in the workplace:</p> <ul style="list-style-type: none"> • The <i>Employment Standards Code</i> requires the time at which work starts to be posted. • The <i>Smoke-Free Places Signs Regulations</i> require a sign prohibiting smoking be posted at each entrance to and inside a workplace and a sign posted at each entrance designated smoking rooms and / or areas. • The <i>Workers Compensation Act</i> requires employers to post any notices the Board requires to be posted.

** Last updated March 2012 **