

Federal Employment Standards & Regulations	
Minimum Wage	Equal to the provincial or territorial wage rates.
Call-in Pay	3 hours at regular wage.
Overtime Hours	Hours in excess of 8 hours per day or 40 hours per week. Note: If the total daily overtime hours differs from the total weekly overtime hours, the greater of the two amounts is used in calculating overtime payments.
Overtime Pay	1 ½ times the regular rate of pay. Note: Managers, Supervisors and certain designated professions are exempt from overtime.
Leaves of Absence	
Maternity Leave	17 weeks of unpaid leave. Note: To be eligible, employees must have been employed for at least 6 consecutive months of continuous employment prior to commencing the leave.
Parental Leave	37 weeks of unpaid leave. Note: To be eligible, an employee must have been employed for at least 6 consecutive months of continuous employment prior to commencing the leave. Note: Available to biological and adoptive parents. Note: If both parents work for an employer falling under Federal jurisdiction, the two parents are entitled to a combined leave of up to 37 weeks.
Bereavement Leave	Employee entitled to leave with pay on any normal working day within the 3 days following the death of the employee's spouse (including common law and same sex spouse), parents, spouse's parents, children or children of the spouse, grandchildren, grandparents, siblings, mother-in-law, father-in-law or spouse of the in-law and any relative permanently residing in the employee's household or with whom the employee resides. Note: Employee must be employed for at least 3 months to be eligible for the leave with pay; otherwise employees are entitled to leave without pay.
Sick Leave	A maximum of 12 weeks of unpaid leave.

	<p>Note: Employee must be employed for at least 3 consecutive months to be eligible for the leave.</p>
Compassionate Care Leave	<p>Up to 8 weeks of unpaid leave to care for a family member who has a serious medical condition, and who has a significant risk of death within 26 weeks.</p> <p>Note: Employee entitled regardless of length of employment.</p>
Reservists Leave	<p>Unrestricted amount of unpaid leave for a member of the Canadian Reserve Forces who is absent from work for purposes of service.</p> <p>Note: The employee must have been continuously employed for 6 months with their employer to be eligible for this leave.</p>
Vacation Time	<p>After 1 year of employment: 2 weeks per year.</p> <p>After 6 years of employment: 3 weeks per year</p>
Vacation Pay	<p>After 1 year of employment: 4% of annual earnings</p> <p>After 6 years of employment: 6% of annual earnings</p>
General Holidays	<p>New Year's Day</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>Boxing Day</p>
Statutory Holiday Pay	<p>If not worked: Holiday pay equal to wages normally earned at the regular rate for a normal working day.</p> <p>If worked: Holiday pay (as calculated above) plus 1 ½ times regular wage for hours worked.</p> <p>Note: To be eligible for holiday pay, employee must be employed at least 30 days prior to the public holiday and must have at least worked 15 days of those 30 days to be eligible.</p>

Notice of Termination by Employer	Length of Service	Required Notice
	After 3 months of employment with the same employer	2 weeks
	<p>Note: Employees with more than 12 months of service can only be terminated for “just cause” otherwise, the employee may make a complaint that the termination was “unjust” and the employer may be ordered to reinstate the unjustly terminated employee with compensation.</p> <p>Note: Termination stemming from economic consideration, such as lack of work or discontinuance of a function are “just”.</p> <p>Note: When terminating 50 or more employees within a period of 4 weeks, group termination rules may apply.</p>	
Severance Pay	<p>After 12 months of employment, employee is entitled to the greater of:</p> <p>a) 2 days pay for each completed year of service, or</p> <p>b) 5 days pay.</p>	
Temporary Layoffs	<p>Maximum duration before layoff becomes a termination:</p> <ul style="list-style-type: none"> · 3 months or less. · 3 months but not more than 12 months and the employees maintain recall rights pursuant to a collective agreement. · 3 months or more: The employer needs to provide a call-back date in writing. In this case, the layoff cannot exceed 6 months. <p>When an employee is brought into work during his/her layoff and he/she works more than 2 consecutive weeks, he/she is no longer considered laid off.</p>	
Record Keeping	<p>Retain payroll and other employment records for at least 3 years* (after work performed and also after termination).</p> <p>Note: Other agencies, such as the Canada Revenue Agency, may require employers to keep different types of records for different lengths of time.</p> <p>*This includes dates of commencement of employment and termination of employment.</p>	
Some Posting Requirements	<p>Employers must post the following in the workplace:</p> <ul style="list-style-type: none"> • Information outlined in Schedule II of the <i>Canada Labour Standards Regulations</i>; 	

	<ul style="list-style-type: none">• Part II of the <i>Canada Labour Code</i> (Occupational Health and Safety Provisions);• The employers' general policy concerning the health and safety of employees at work; <i>and</i>• The employers' policy statement concerning sexual harassment.
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** Last updated January 2012 **