

<b>Manitoba Employment Standards &amp; Regulations</b>	
<b>Minimum Wage</b>	<p>\$10.00 per hour.</p> <p><b>Note:</b> will increase to \$10.25 per hour effective October 1, 2012</p>
<b>Call-in Pay</b>	3 hours at regular wage.
<b>Overtime Hours</b>	<p>Hours in excess of 8 hours per day or 40 hours per week.</p> <p><b>Note:</b> Overtime hours must be requested, acknowledged or authorized by employers.</p> <p><b>Note:</b> Employees who primarily perform management functions and employees who have substantial control over their hours of work and earn at least 2 times as much as Manitoba's average industrial wage are exempt from overtime pay requirements.</p>
<b>Overtime Pay</b>	1 ½ times the regular wage.
<b>Leaves of Absence</b>	
Maternity Leave	<p>Up to 17 weeks of unpaid leave.</p> <p><b>Note:</b> Available to female employees who are expecting to give birth to a child and who have worked with the same employer for at least 7 consecutive months.</p>
Parental Leave	<p>Up to 37 weeks of unpaid leave.</p> <p><b>Note:</b> Available to either parent or adoptive parents who have worked with the same employer for at least 7 consecutive months.</p>
Bereavement Leave	<p>Up to 3 days of unpaid leave for an employee to deal with the death of a family member.</p> <p><b>Note:</b> Available to employee after at least 30 days with the same employer.</p>
Compassionate Care Leave	<p>Up to 8 weeks of unpaid leave for an employee to care for a critically ill family member.</p> <p><b>Note:</b> Available to employee after at least 30 days with the same employer.</p>
Family Leave	<p>Up to 3 days of unpaid leave for an employee to deal with the needs of the employee's family or personal illness.</p> <p><b>Note:</b> Available to employee after at least 30 days with the same employer.</p>

Reservist Leave	<p>Unrestricted length of unpaid leave for a member of the Canadian Forces Reserves who is absent from work for the purpose of service.</p> <p><b>Note:</b> The employee must have worked for their employer for at least 7 consecutive months of service to be eligible for the leave.</p>
Jury Leave	<p>Unrestricted length of unpaid leave to serve on a jury.</p> <p><b>Note:</b> Employee entitled regardless of length of employment.</p>
Organ Donor Leave	<p>Up to 13 weeks of unpaid leave to donate an organ or tissue to another individual.</p> <p><b>Note:</b> To be eligible, an employee must have worked for their employer for at least 30 days prior to the leave.</p>
Citizenship Ceremony Leave	<p>Up to 4 hours of unpaid leave for an employee to attend their citizenship ceremony and receive their certificate of citizenship.</p> <p><b>Note:</b> Available to employee after at least 30 days with the same employer.</p>
<b>Vacation Time</b>	<p>After 1 year of employment: 2 weeks per year.</p> <p>After 5 years of employment: 3 weeks per year.</p>
<b>Vacation Pay</b>	<p>First 5 years of employment: 4% of gross wages.</p> <p>After 5 years of employment: 6% of gross wages.</p>
<b>General Holidays</b>	<p>New Year's Day</p> <p>Louis Riel 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><b>Note:</b> Remembrance Day is not a general holiday under the Employment Standards Act but rather under the Remembrance Day Act. Most industries are required to be closed.</p>

<p><b>General Holiday Pay</b></p>	<p><b><i>If not worked:</i></b> Holiday pay equal to 5% of an employee's total wages in the 4-week period immediately before the holiday. Overtime should not be included in this calculation.</p> <p><b><i>If worked:</i></b> Holiday pay (as calculated above) plus 1 ½ times regular wage for hours worked.</p> <p><b><i>Note:</i></b> General holiday pay is calculated differently for employees who are paid by incentive pay and for construction industry employees.</p> <p><b><i>Note:</i></b> Employees are eligible for holiday pay regardless of length of service.</p>	
<p><b>Notice of Termination by Employer</b></p>	<p><b>Length of Service</b></p>	<p><b>Required Notice</b></p>
	<p>Less than 30 days</p>	<p>None</p>
	<p>At least 30 days but less than 1 year</p>	<p>1 week</p>
	<p>At least 1 year but less than 3 years</p>	<p>2 weeks</p>
	<p>At least 3 years but less than 5 years</p>	<p>4 weeks</p>
	<p>At least 5 years but less than 10 years</p>	<p>6 weeks</p>
	<p>10 years or more</p>	<p>8 weeks</p>
	<p><b><i>Note:</i></b> When terminating 50 or more employees in a 4-week period, group termination rules may apply.</p>	
<p><b>Temporary Layoffs</b></p>	<p>If layoff is longer than 8 weeks in a 16-week period, the layoff becomes a termination.</p>	
<p><b>Record Keeping</b></p>	<p>Retain records for 3 years after record created.</p> <p><b><i>Note:</i></b> Other agencies, such as the Canada Revenue Agency, may require employers to keep different types of records for different lengths of time.</p>	
<p><b>Some Posting Requirements</b></p>	<p>Employers must post the following in the workplace:</p> <ul style="list-style-type: none"> <li>• A copy of the <i>Workplace Safety and Health Act</i>, and any <i>Regulations thereto</i> that are applicable to the workplace.</li> </ul>	

\*\* Last updated May 2012 \*\*