

Northwest Territories Employment Standards & Regulations	
Minimum Wage	\$10.00 per hour.
Call-in Pay	4 hours at regular wage if an employee reports to work at the call of an employer and was not scheduled in advance.
Overtime Hours	Hours in excess of 8 hours per day or 40 hours per week. <i>Note:</i> Certain employees are exempt from overtime and overtime pay, including those who are employed primarily in a managerial capacity.
Overtime Pay	At least 1 ½ times the regular rate.
Leaves of Absence	
Pregnancy Leave	17 consecutive weeks of unpaid leave. <i>Note:</i> To be eligible, an employee must, amongst other criteria, have been employed for at least 12 consecutive months prior to commencing the leave.
Parental Leave	37 consecutive weeks of unpaid leave. <i>Note:</i> To be eligible, an employee must, among other criteria have been employed for at least 12 consecutive months prior to commencing the leave. <i>Note:</i> Available to both biological and adoptive parents.
Bereavement Leave	a) 3 days of unpaid leave, if the funeral or memorial service of a family member will take place in the community in which the employee resides, or b) 7 days of unpaid leave, if the funeral or memorial service of the family member will take place outside the community in which the employee resides. <i>Note:</i> Employee entitled regardless of length of employment.
Sick Leave	An employee is entitled to sick leave, without pay, for a period of at least 5 days during each 12 month period. <i>Note:</i> To be eligible, an employee must, amongst other criteria, be available to employees who have been employed for at least 30 days.
Compassionate Care Leave	8 weeks of unpaid leave to provide care or support to a family member suffering from a serious medical condition who has a

	<p>significant risk of death within 26 weeks of the request for leave.</p> <p>Note: Employee entitled regardless of length of employment.</p>
Court Leave	<p>Unpaid leave to perform jury duty or if summoned to attend at court as a witness for whatever period is required to perform such duties.</p> <p>Note: Employee entitled regardless of length of employment.</p>
Vacation Time	<p>After each of the first 5 years of employment with the same employer: 2 weeks per year.</p> <p>After 6 years of employment: 3 weeks per year.</p>
Vacation Pay	<p>For each of the first 5 years of employment with the employer: 4% of annual wages.</p> <p>For the 6th and subsequent years: 6% of annual wages.</p>
Statutory Holidays	<p>New Year's Day</p> <p>Good Friday</p> <p>Victoria Day</p> <p>National Aboriginal Day</p> <p>Canada Day</p> <p>First Monday in August</p> <p>Labour Day</p> <p>Thanksgiving Day</p> <p>Remembrance Day</p> <p>Christmas Day</p>
Statutory Holiday Pay	<p>If not worked: Holiday pay equal to the wages normally earned at the regular rate for a normal working day.</p> <p>If worked:</p> <p>a) holiday pay (as calculated above) plus 1 ½ times regular wage for hours worked, or</p> <p>b) holiday pay plus a substitute holiday at the employee's regular rate at some other mutually convenient date that is not later than</p>

	<p>the next annual vacation.</p> <p>Note: To be eligible for holiday pay, an employee must be employed at least 30 days in the preceding 12 months, report to work on the holiday if required to do so, and report to work on the last regular working day preceding the holiday and following the holiday.</p>	
Notice of Termination by Employer	Length of Service	Required Notice
	Less than 90 days	None
	More than 90 days but less than 3 years	2 weeks
	3 years or more, but less than 4 years	3 weeks
	4 years or more, but less than 5 years	4 weeks
	5 years or more, but less than 6 years	5 weeks
	6 years or more, but less than 7 years	6 weeks
	7 years or more, but less than 8 years	7 weeks
	8 years or more	8 weeks
	Note: When terminating 25 or more employees in a 4-week period, group termination rules may apply.	
Record Keeping	<p>Retain records for 2 years after record is created.</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>	
Some Posting Requirements	<p>Employers must post the following in the workplace:</p> <ul style="list-style-type: none"> • A copy of the <i>Safety Act</i> and any <i>Regulations thereto</i>; and • Signs in conspicuous places throughout the working areas indicating the location of the first aid services and equipment and which state the necessity of promptly reporting injuries and of receiving first aid. 	

Last updated January 2012