

Ontario Employment Standards & Regulations	
Minimum Wage	<p>\$10.25 per hour (general minimum wage).</p> <p>Note: Different categories of employees, including students and liquor servers, for example, have different minimum wage rates.</p> <p>Note: Certain employees are exempt from the minimum wage provisions.</p>
Call-in Pay	Greater of 3 hours at minimum wage or the employees regular wage for time worked.
Overtime Hours	<p>In excess of 44 hours per week.</p> <p>Note: Many employees are exempt from overtime, including managers and supervisors.</p>
Overtime Pay	1 ½ times the regular rate of pay.
Leaves of Absence	
Pregnancy Leave	<p>Up to 17 weeks of unpaid leave.</p> <p>Note: To be eligible, employee must have been employed for at least 13 weeks prior to the date the baby is expected to be born.</p> <p>Note: In certain circumstances, pregnancy leave may extend beyond 17 weeks.</p>
Parental Leave	<p>Up to 37 weeks of unpaid leave (35 weeks if employee also takes pregnancy leave).</p> <p>Note: To be eligible, employee must have been employed for at least 13 weeks prior to commencing the leave.</p> <p>Note: Available to both biological and adoptive parents.</p>
Family Medical Leave	Up to 8 weeks unpaid leave in a 26-week period to provide care or support to certain family members and people who consider the employee to be like a family member who has a serious medical condition with a significant risk of death occurring within a period of 26 weeks. If the employee takes this leave and the family member does not die within the 26-week period, the employee may be entitled to a further 8 weeks unpaid leave of absence.
Personal Emergency Leave	Up to 10 days of unpaid leave if employed by an employer with at least 50 employees in Ontario, due to personal illness, injury or certain other emergencies and urgent matters.
Reservist Leave	Unrestricted unpaid leave for a member of the Canadian Forces

	<p>Reserves of employment who is absent from work for purposes of service.</p> <p>Note: To be eligible for this leave, the employee must have been employed for at least 6 consecutive months.</p>
Jury Leave	<p>Unpaid leave for duration of jury duty.</p> <p>Note: Employee entitled regardless of length of employment.</p>
Organ Donor Leave	<p>Up to 13 weeks of unpaid leave to donate all or part of certain organs including the kidney, liver, lung, pancreas, or small bowel.</p> <p>Note: To be eligible, an employee must have been employed for at least 13 weeks.</p> <p>Note: Employees must provide a certificate issued by a legally qualified medical practitioner confirming that the employee has undergone or will undergo surgery for the purpose of organ donation.</p>
Vacation Time	After 1 year of employment: 2 weeks per year.
Vacation Pay	4% of gross annual wages.
Public Holidays	<p>New Year's Day</p> <p>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>Christmas Day</p> <p>Boxing Day</p>
Public Holiday Pay	<p>If not worked: holiday pay equal to the employee's regular wages earned in the 4 weeks prior to the holiday divided by 20.</p> <p>If worked:</p> <ul style="list-style-type: none"> a) regular wages for hours worked plus another day off with holiday pay; or b) If the employee agrees in writing, public holiday pay plus premium pay (1 ½ times the regular rate) for all hours

	<p>worked on the public holiday.</p> <p>Note: With some exceptions, most employees are entitled to statutory holiday pay in accordance with the calculation set out above.</p>	
Notice of Termination by Employer	Length of Service	Required Notice
	Less than 3 months	None
	3 months but less than 1 year	1 week
	1 year but less than 3 years	2 weeks
	3 years but less than 4 years	3 weeks
	4 years but less than 5 years	4 weeks
	5 years but less than 6 years	5 weeks
	6 years but less than 7 years	6 weeks
	7 years but less than 8 years	7 weeks
	8 years or more	8 weeks
	Note: When terminating 50 or more employees within a 4-week period, special rules apply.	
Severance Pay	<p>Payable where an employee was employed for 5 years or more and:</p> <ul style="list-style-type: none"> a) the severance occurred because of a permanent discontinuance of an employer's business at an establishment and the employee is one of 50 or more employees who have their employment relationship severed within a 6-month period; or b) the employer has a payroll of \$2.5 million dollars. <p>Severance pay equals 1 weeks pay multiplied by:</p> <ul style="list-style-type: none"> a) the number of completed years of employment, PLUS b) the number of completed months of employment [not included in (a)] divided by 12. <p>Note: The maximum amount of severance pay is 26 weeks.</p>	
Temporary Layoffs	Maximum duration before layoff becomes a termination: Up to 13	

	<p>weeks in any period of 20 consecutive weeks.</p> <p>Or, more than 13 weeks in any 20 week period, but less than 35 weeks of layoff in any period of 52 consecutive weeks where certain criteria are met.</p>
Record Keeping	<p>Retain records for 3 years from date of 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>
Some Posting Requirements	<p>Employers must post the following in the workplace:</p> <ul style="list-style-type: none"> • The most recent version of the Ministry of Labour's poster entitled '<i>What You Should Know About The Ontario Employment Standards Act</i>'; • A copy of the <i>Occupational Health and Safety Act</i>; • A written copy of the employers' Occupational Health and Safety Policy; • Prominent notices identifying and warning of hazardous physical agents in the part of the workplace in which the agent is used; <i>and</i> • A copy of the poster 'In Case of Injury'.

** Last updated January 2012 **