

Employment Standards Student Note Sheet

Quiz  
Name: Notes

While our guest from Employment Standards is here, please jot down important information. These notes will help you for your quiz on Wednesday.

Important Ideas	Details
Overtime	<p>8h/day } Standard hours 40h/week }</p> <p>Time and a half = overtime</p> <p>Paid for: Hours in excess of standard hours (8 or 40) Holidays</p> <p>Can be taken as time off in lieu (1½ hour off, paid, for every overtime hour worked)</p> <p>Examples of jobs w. no overtime: Supervisors, outfitters, travelling salesperson</p>
Paychecks	<p>Week = 7 consecutive days</p> <p>Day = 24 hours after the start of work</p> <p>Overtime should appear on the next paycheck</p> <p>Paid within: 10 days of the end of the pay period 7 days of termination</p>
Deductions	<p>Automatic (statutory) deductions ↳ Income tax, EI, CPP</p> <p>Any others must be authorized in writing by the employee, ex. charitable donations, amounts needed to meet credit obligations.</p>

- \* ESA applies to all employees, except those who have their own protection (ex. unions) => Mostly private companies
  - ↳ Yukon Gov't
  - ↳ Airlines
  - ↳ unionized employees
- \* overrides any contract between employee/employer

Bereavement: 7 days unpaid (immediate family)  
 Sick leave: 12 days max per year; unpaid; employer can ask for a certificate even for one day

<p><b>Breaks, Sickness and Holidays</b></p>	<p>1 30 min. break in an 8h shift (unpaid)        ↳ Paid if you have to work through it</p> <p>Coffee breaks aren't mandatory</p> <p>Vacation pay = 4% of your wages - appears on pay stub or can be paid once a year (minimum)</p> <p>Work for 12 months = 2 weeks paid vacation        ↳ Either paid on each paycheque, or when holidays are taken</p> <p>Holiday: Working = holiday pay plus time and a half        Not Working = Paid</p>
<p><b>Minimum Wage</b></p>	<p>\$11.32</p> <p>Applies to all ages</p> <p>Goes up a few cents every April 1</p>
<p><b>Getting Fired / Termination of Employment</b></p>	<p>Below 6 months, neither employer nor employee need to provide notice</p> <p>Quitting:</p> <p>1 week notice if you have worked more than six months and less than 2 yrs.        2 wks 2-4 yrs        3 wks 4-6 yrs        4 wks 6+ yrs</p> <p>* Can withhold wages if you don't provide notice</p> <p>Getting Fired:        1 week notice for every year        Getting paid "termination pay" can be payment in lieu of working during the time of notice</p>