

ALBERTA EMPLOYMENT STANDARDS

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What is Employment Standards?

Employment Standards are made by the provincial government and set out the minimum requirements that employers must follow concerning their workers

Employment Standards can vary from province to province so if you move please look into that province's Employment Standards rules

Does not cover workers who:

- * Are self employed/independent contractors
- * Work for industries that are federally regulated
- * Work where they have union representation

Important Information

All of these rules apply whether you are full-time or part-time

- * There is actually no law that states what is full-time or part-time, it is completely company policy

Document **EVERYTHING**

- * Get a work agreement or job offer letter that has, at the very least, your **first day of work and your rate of pay**
- * Keep track of all hours worked
- * Keep all your pay statements

Minimum Wage

Currently there are four (4) types of minimum wage in Alberta

- * **General minimum wage** – minimum \$15/hour
- * **Student** – minimum \$13/hour for the first 28 hours/week. Any hours over 28/week must be paid at a minimum of \$15/hour but that is only when school is in session, when school is out then all hours can be paid at a minimum of \$13/hour
 - * A student is anyone under the age of 18 years old who is attending school up to Grade 12, vocational or post-secondary schooling
 - * If you are a non-student and under the age of 18 all hours would be paid at \$15.00/hour
- * **Sales persons and certain professionals** – minimum \$598/week
- * **Domestic employees** – minimum \$2,848/month
 - * Employers are allowed to deduct a maximum of \$3.35/meal that the employee eats of the employers food and a maximum of \$4.41/day for lodgings

Minimum Hours of Work

Your employer must pay you for a minimum of 3 hours of work for all days you work

For example, you are paid \$20/hour and scheduled to work for 8 hours in a day but only work 2 because your employer sends you home early (perhaps there is a shortage of work) the employer needs to pay you for 3 hours of work

- * The amount can be your rate of pay times your hours worked **OR** 3 hours at minimum wage, whichever is bigger

Minimum Hours of Work

2 hours worked \$20/hour \$40.00

\$15/hour \$30.00

Have to pay for 1 extra hour \$20/hour \$20.00

\$15/hour \$15.00

3 hours of pay TOTAL \$60.00

OR

TOTAL \$45.00

Minimum Hours of Work Exceptions

If you work less than 3 hours and it is because of something related to you as to why you can no longer work that day. If this happens you are only paid for the time you worked (i.e. you are sick or family emergency)

2 hours worked	\$20/hour	\$40.00
2 hours of pay	TOTAL	\$40.00

Minimum Hours of Work Exceptions

There are also exceptions to the 3 hours rule for:

- * School bus drivers
- * Part-time employees of non-profit recreation or athletic programs run by municipalities, Metis Settlement or community service organizations
- * Home care employees
- * Adolescents (13 – 15 years old) working on school days

The minimum number of hours for them is 2 hours/day

*13 – 15 year olds may only work 2 hours/day on school days and 8 hours/day on non-school days

Pay Schedules

You will receive the same amount of money regardless of the way you get paid

You must receive your pay within 10 calendar days of the end of the pay period

How Many Times/Year	What is it Called	How Often to I get Paid
As many days as you work	Daily	Daily
52	Weekly	Every 7 days
26	Bi-Weekly	Every 14 days
24	Semi-Monthly	2 times/month
12	Monthly	1 time/month

Statement of Earnings and Deductions

You are entitled to receive a statement of earnings and deductions from your employer

- * Some employers will give this to you while other employers are going paperless will give you the information to get it yourself from the internet

This lists all the money you earned and what is was earned for as well as the money the employer deducted and what it was deducted for

Statement of Earnings and Deductions

Example of Statement of Earnings and Deductions
(Paystub/Payslip)

Name	Pay Period End Date
Employee Number	Date Paid (must be within 10 days of pay period end date)

Earnings					Deductions		
What	Hours	Rate	Total	YTD	What	Total	YTD
Regular (Reg)	40	\$20/hour	\$800	\$800	EI (Employment Insurance)		
Overtime if paid (OT)	2	\$30/hour	\$60	\$60	Income Tax		
OR Overtime if taken as time off in lieu	2	\$20/hour	\$40	\$40	CPP (Canada Pension Plan)		
General Holidays if paid (GH/SH/Stat)	8	\$30/hour	\$240	\$240			
OR General Holidays as time off in lieu (GH/SH/Stat) Will be paid later as a day off	8	\$20/hour	\$160	\$160			
Vacation if unpaid (Vac)	40	\$0.80	\$32.00	\$32.00			
OR Vacation if paid (Vac) Will be paid in whole later when taking vacation	0	0	0	0			

Statement of Earnings and Deductions

Other things that may be on paystubs but the deductions must be signed by employee before they can occur

Earnings					Deductions		
What	Hours	Rate	Total	YTD	What	Total	YTD
Bonus					Union Dues		
Tips					Benefits		
RRSP (this is a form of bonus money from company)					RRSP (this is money you agreed to have put into different account)		
Shift Premium					Social Fund		

YTD = Year To Date (It is a running total of the amounts from the beginning of the year)

RRSP = Registered Retirement Savings Plan

* Effective January 1, 2018 employers will no longer be allowed to deduct money for uniforms

** Effective January 1, 2018 employers will no longer be allowed to deduct money for missing money

*** Vacation and general holiday rates are different for construction workers

Statement of Earnings and Deductions

If there is an overpayment due to a payroll calculation error, an employer may deduct the amount from an employee's payment without their authorization but does need to give the employee written notice that it is deduction is going to occur

An employer may only deduct errors that occurred within 6 months of the deduction

- * Any overpayment that occurred prior to November 1, 2020 requires written authorization from the employee

Hours of Work and Breaks

An employer can schedule you for **12 hours/day** that you work

- * There are some exceptions for this 12 hour rule

You are entitled to an **8 hour break** between the end of one shift and the beginning of the next

You are entitled to a **30 minute break** after your first 5 hours of work sometime between hour 5 and 10

If you work more than 10 hours you are entitled to a **second 30-minute break**

This break can be either one 30-minute break or two 15-minute breaks

This break **can be a paid or an unpaid break**, it is up to the employer but the default is that the break is unpaid

- * If you are not working, they do not need to pay you
- * However, if the employer states that you can not leave the workplace, the breaks must be paid

Hours of Work and Breaks

You are scheduled to work from noon (12pm) to 5:00pm

Noon → 5:00pm

WORK

No break required = 5 hours

Hours of Work and Breaks

You are scheduled to work from noon (12pm) to 10:00pm

Noon → 5:00pm 5:00pm → 10:00pm
WORK WORK
30-minute break
during this time

Unpaid break = 9.5 hours
1 paid break = 10 hours

Hours of Work and Breaks

You are scheduled to work from noon (12pm) to midnight (12:00am)

Noon → 5:00pm	5:00pm → 10:00pm	10:00pm → 12:00am
WORK	WORK	WORK
	30-minute break during this time	30-minute break during this time

Unpaid breaks = 11 hours

1 paid break = 11.5 hours

2 paid breaks = 12 hours

Days Worked/Days Off

DAYS WORKED

6

14

21

24

DAYS OFF

1

2

3

4

Some industries have different rules but generally speaking, 24 days is the most you can work in a row

Overtime

General definition for overtime is
anything you are being paid for that is more than:
8 hours/day
OR
44 hours/week
whichever is more

An employer can always lower the number of hours required for when overtime starts but they can not increase it – some exceptions apply

*****Overtime needs to be authorized, if you work overtime without your employer's permission then you may not be compensated for that time**

Overtime

Industries with Different Rules

Industry/Occupation	Daily hours	Weekly hours before O/T is calculated	Monthly hours before O/T is calculated
Ambulance attendants	10	60	N/A
Geophysical exploration	10	N/A	191
Irrigation districts	9	54	N/A
Logging and lumbering	10	N/A	191
Oilwell servicing	12	N/A	191
Surveying	10	N/A	191
Trucking	10	50	N/A
Field catering or land surveying	10	N/A	191
Highway and railway construction & brush clearing	10	44	N/A
Nursery industry	9	48	N/A
Road maintenance activities (limited to employees of municipal districts or Metis settlements)	10	N/A	191
Taxi cab industry	10	60	N/A
Firefighting services	N/A	441	N/A
Caregivers (home care & residential care)	Rules depend on the type of shift worked by the employee. See information on caregivers.		

1. Based on an average of 44 hours per week over the period of the work cycle. The 44 hour limit does not apply when the fire fighter is scheduled to work more than 44 hours in a week, in which case the scheduled hours are the threshold for overtime hours.

Overtime Exceptions

Supervisors and Manager

- * To be considered or a supervisor or a manager you must have the ability to hire, fire, schedule other employees

Paid farm and ranch workers

Professionals

Certain sales people

Overtime Calculation

(using the general rule of more than 8 hours/day or 44 hours/week)

Sun	Mon	Tues	Wed	Thurs	Fri	Sat	OT Hours
0	8	8	8	8	8	0	0
8	8	8	8	8	4	0	0
0	8	8	8	8	8	8	4
0	8	8	10	8	8	0	2
0	10	10	10	10	10	0	10

Overtime Compensation

There are **2 ways** you can be compensated for working overtime

- * Paid out your overtime hours on each cheque you worked it
 - * This is the only way to compensate workers who work overtime and are involved in highway and railway construction or brush clearing
 - * 1 hour of overtime is paid out at 1.5 times your regular rate of pay
- * Receive time off in lieu (instead of), banked time or flex time at a later date for all overtime hours worked
 - * This can only be done only if both the employer and employee agree in writing... again look at your work agreement
 - * 1 hour of overtime worked is 1 hour “banked time” to use at a later date and paid out at your regular rate of pay

Overtime Compensation

Paid out on each cheque

Week	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	OT Hours
A	0	8	8	8	8	8	0	0
B	0	8	8	10	8	8	0	2
WITHIN 6 MONTHS OF WORKING THE OT								
C	0	8	8	8	8	6	0	0

Week	Weekly pay cheque
A	Regular = 40 hours @ \$20/hr = \$800 OT = \$0
B	Regular = 40 hours @ \$20/hr = \$800 OT = 2 hours @ \$30/hr = \$60
C	Regular = 38 hours @ \$20/hr = \$760 OT = \$0

Overtime Compensation

Time off in lieu/Banked time/Flexed time

Week	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	OT Hours
A	0	8	8	8	8	8	0	0
B	0	8	8	10	8	8	0	2
WITHIN 6 MONTHS OF WORKING THE OT								
C	0	8	8	8	8	6	0	0

Week	Weekly pay cheque
A	Regular = 40 hours @ \$20/hr = \$800 OT = \$0
B	Regular = 40 hours @ \$20/hr = \$800 OT = \$0
C	Regular = 38 hours @ \$20/hr = \$760 OT = 2 hours @ \$20/hr = \$40

Overtime

Compensation

Time off in lieu/Banked time/Flexed time

Any overtime hours that are still in the “bank” when you stop working have to be paid out at rate and a half

Some employers may limit the number of hours you can keep in your “bank” because it could be a liability when you leave the company

Overtime

Averaging Arrangements

Averaging arrangements allow employers to schedule workers to work longer hours per day paid out at the worker's regular earnings

Averaging agreements can range from 1 to 52 weeks to determine overtime pay or time off in lieu/banked time/flex time

- * Employees must receive written notice with at least 2 weeks of advance notice prior to the averaging agreement starting
- * Must list how many weeks will be used for the averaging period
- * Include a schedule setting out the daily and weekly hours of work for the averaging period
- * The manner in which the overtime pay or time will be calculated
- * Employees must receive written notice with at least 2 weeks of advance notice prior to the averaging agreement ending

Overtime

Averaging Arrangements

Overtime calculation – employers can choose between:

- * Daily overtime – if hours of work exceed
 - * 8 hours/day (if scheduled for less than 8 hours), or
 - * Daily scheduled hours (if 8 or more hours were scheduled), or
 - * The hours specified in the averaging agreement
- * Averaging period overtime – if hours of work exceed
 - * 44 hours/week (in a 1-week averaging period), or
 - * An average of 44 hours/week (in a multi-week averaging period)

Overtime

Averaging Arrangements

Payment of Overtime

Overtime must be paid by whichever is greater:

- * The employee's total daily overtime hours
- * The employee's total averaging period overtime hours

Daily overtime is payable 10 calendar days after the end of the pay period

Averaging period overtime is calculated at the end of each averaging period

At the end of each averaging period, if the averaging period overtime is greater than what was already paid out of the daily overtime, the remaining overtime is to be paid within 10 calendar days of the end of the averaging period

Vacation

During the first year of employment, you are not entitled to any vacation time

In Year	Weeks of Vacation	Rate of Pay
2	2 work weeks	4% of regular earnings
3	2 work weeks	4% of regular earnings
4	2 work weeks	4% of regular earnings
5	2 work weeks	4% of regular earnings
6 to forever	3 work weeks/year	6% of regular earnings

There is a separate rule for workers in the construction industry

Vacations and Vacation Pay

Your vacation time can be paid or unpaid – this is up to the employer and you will find out on your very first cheque from your company, if you are not told beforehand

Your employer has the right to determine when you take vacation and how much you take at a time

- * This means that you may or may not get your vacation when you want it

Vacation Pay

Unpaid Vacations

This means during your time off work for vacation you will not be paid because you are paid your vacation pay prior to taking your vacation

Working Regular = 80 hours @ \$20/hr = \$1,600
Vacation = \$64 (4% of your regular earnings for each cheque)

On vacation Regular = \$0.00
Vacation = \$0.00

Vacation Pay

Paid Vacations

This means you will receive your vacation pay when you take your vacation

Working

Regular = 80 hours @ \$20/hr = \$1,600

Vacation = \$0.00

On vacation

Regular = \$0.00

Vacation = \$1,600 (4% of your regular earning for an entire year if always working 80 hours every 2 weeks and your pay was \$20/hr for the entire year)

When you leave the company, any vacation pay that has not yet been paid out must be paid to you on your last cheque or in an additional cheque

Vacation

Construction Workers

All construction workers will receive 6% of their regular earnings for vacation pay but they are not entitled to vacation days

Vacation

Construction Workers

The 6% vacation pay can be paid out on each cheque

Working

Regular = 80 hours @ \$20/hr = \$1,600

Vacation = \$98 (6% of your regular earnings)

Vacation

Construction Workers

Or the 6% can be paid out on the last cheque of the calendar year or in addition to the last cheque of the calendar year

Working

Regular = 80 hours @ \$20/hr = \$1,600

Vacation = \$0

Last cheque of the year

Regular = 80 hours @ \$20/hr = \$1,600

Vacation = \$2,400 (6% of your regular earning for an entire year if always working 80 hours every 2 weeks and your pay was \$20/hr for the entire year)

General Holidays

There are 9 days of the year that are treated a little differently when it comes to payment of earnings

- * New Year's Day (January 1)
- * Family Day (Third Monday in February)
- * Good Friday (varies from year to year but always on a Friday)
- * Victoria Day (Monday before May 24)
- * Canada Day (July 1 unless it falls on a Sunday then it is July 2)
- * Labour Day (First Monday in September)
- * Thanksgiving Day (Second Monday in October)
- * Remembrance Day (November 11)
- * Christmas Day (December 25)

Employees may have to work these days or they may have them off

General Holidays

Employment Standards allows employer to include other calendar days as General Holidays but it is a **NICE TO DO not a HAVE TO DO**

For example some employers recognize:

- * Lunar New Year (varies from year to year)
- * Easter Monday (varies from year to year but always on a Monday)
- * Civic Holiday/Heritage Day (First Monday in August)
- * Christmas Eve (December 24)
- * Boxing Day (December 26)
- * New Year's Eve (December 31)
- * Christmas – New Year's week

Or the company may just be closed on these days and you do not need to be compensated for those days

General Holidays

Entitlements

To be considered “**entitled**” to general holiday pay an employee must meet **3 rules**:

- * Worked at least 30 times in the 12 months before the holiday falls
- * Worked the scheduled shift before **AND** after the holiday
- * Worked at least 5 of the last 9 whatever day of the week the holiday falls (do not count the holiday day as 1, it is the week before). “**the 5 of 9 rule**”

There is a separate rule for workers in the construction industry

General Holidays

Average Daily Wage

The employer can choose to either divide the total wages earning by the number of days worked in either:

- * The 4 weeks **immediately preceding** the general holidays, or
- * The 4 weeks **ending on the last day of the pay period that immediately preceding** the general holiday

Overtime is not used to calculate the average daily wage

General Holidays

Worked & Entitled (meet the 3 rules)

If worked 8 hours on the holiday and entitled (if paying out GH)

Regular = average daily wage (i.e. 8 hours @ \$20/hr = \$160)
GH = 8 hours @ \$30/hr = \$240

OR

If worked 8 hours on the holiday and entitled (if time off in lieu)

Cheque for holiday

Regular = 8 hours @ \$20/hr = \$160
GH = \$0.00

Day off within 3 months

Regular = \$0.00
GH = average daily wage (i.e. 8 hours @ \$20/hr = \$160)

Similar to overtime but unlike overtime, the Employer gets to choose if the holiday pay will be paid out on each cheque or taken as time off in lieu, banked time or flex time

General Holidays

Didn't work & Entitled (meet the 3 rules)

If did NOT work on the holiday and entitled

Regular = \$0.00

GH = average daily wage (i.e. 8 hours @ \$20/hr = \$160)

Being that there are a lot of employers that are closed on the holiday this is why when counting back 5 of the last 9 whatever day of the week the holiday falls you do not count the holiday day as 1 but the week before as 1

General Holidays

Worked & NOT Entitled (didn't meet the 3 rules)

If worked 8 hours on the holiday and NOT entitled

Regular = \$0.00

GH = 8 hours @ \$30/hr = \$240

General Holidays

Didn't work & NOT Entitled (didn't meet the 3 rules)

If did NOT work on the holiday and NOT entitled

Regular = \$0.00
GH = \$0.00

General Holidays

Construction Workers

All construction workers will receive 3.6% of their regular earnings for general holiday pay on each cheque when they are working (not just on the cheque when there are holidays)

Working

Regular = 80 hours @ \$20/hr = \$1,600

GH= \$57.60 (3.6% of your regular earnings)

General Holidays Construction Workers

Or the 3.6% can be paid out on the last cheque of the calendar year or in addition to the last cheque of the calendar year

Working

Regular = 80 hours @ \$20/hr = \$1,600
General Holidays = \$0

Last cheque of the year

Regular = 80 hours @ \$20/hr = \$1,600
General Holiday = \$1,497.60 (3.6% of your regular earning for an entire year if always working 80 hours every 2 weeks and your pay was \$20/hr for the entire year)

Termination of Employment

Two sides can decide you no longer work for a company...
you or the employer

Length of Time Employed	Employee Time Frame	Employer Time Frame
Day 1 – 90 days	0 days	0 days
91 days – 2 years	1 week	1 week
2 – 4 years	2 weeks	2 weeks
4 – 6 years	2 weeks	4 weeks
6 – 8 years	2 weeks	5 weeks
8 – 10 years	2 weeks	6 weeks
10+ years	2 weeks	8 weeks

Termination of Employment

The amount of time for employers can be given as **advanced notice** (i.e. in 2 weeks will be your last day of work) or as **pay in lieu of notice** (i.e. today is your last day of work but here is 2 weeks of additional pay instead of notice) or **combination** of the two as long as it equals the minimum number of weeks

- * An employer can always give you more notice or payment in lieu of notice

Termination of Employment

Exemptions

This the timeframes do not apply if:

- * It is **your fault** you are not working there anymore (as in you were not fired)
 - * If your employer has “**just cause**” to terminate you then no days of notice are required – it is usually immediate
- * You are a **construction worker**
 - * Regardless of how long a construction worker has worked for a company, they are not required to give to the company nor are they required to receive any notice from the company

Termination of Employment

You are entitled to your last payment either:

1. Within 10 calendar days after the end of the pay period in which the employment ended, or
2. 31 calendar days after the last day of employment

The employer may choose whichever option best suits their needs

Who is a Construction Worker?

Construction employees means someone employed:

- * At the site of and in the construction, erection, repair, remodeling, alteration, painting and interior decoration or demolition of any:
 - * Building or structure
 - * Road, highway, railway or airfield
 - * Sidewalk, curb or gutter
 - * Pipeline
 - * Irrigation or drainage system
 - * Earth and rock fill dam
 - * Sewage system
 - * Power transmission line or power distribution system
 - * Gas distribution system

Youth Employment

Employees under the age of 18

There are rules for employees 12 and younger, for employees between the ages of 13 and 15 and for employees between the ages of 16 and 17

- * There are rules about the places these young employees can work, the hours they are allowed to work and the supervision required during certain hours

Complaint Process

You only have **6 months** from your last day of work to file an Employment Standards complaint

If you file within the 6 months, Employment Standards will go back to your last day of work and count backwards

- * 6 months for any regular or overtime pay you are owed
- * 2 years for any vacation or general holiday pay you are owed

Employment Standards suggests you keep your work related information for 3 years

- * All your paystubs, calendars, schedules, performance reviews, “good job” letters, warning letters, job offer letters/work agreements etc.

How to Find Companies Which **HAVE NOT** Follow Employment Standards?

Go the Alberta Employment Standards website

In the search bar type “unsatisfied judgments”

<https://extern.labour.alberta.ca/ESJS>

This will list all the companies where employees have filed successful Employment Standards complaints and the employer has not yet paid the worker

It will list the company name or business number, the address of the company, the amount of money owed to the worker and the day the judgment was made – **it does not list the worker’s name** as the worker did not do anything wrong

Job-Protected Leaves

Currently there are 13 main types of job-protected leaves in Alberta

- * There are 2 job-protected leaves in Alberta related to COVID-19

These leaves are **without pay** from the employer

Job-protected leave means an employee that meets the requirements, will be allowed the time off from their job without pay and when the employee returns they have to be hired back at the same job or a job similar to what they were doing before and receive the same rate of pay or higher than when they left

Job-Protected Leaves

Type of Leave	Length of time worked	Length of leave	Notice before leave	Notice before returning
Maternity Leave	90 days	16 weeks (can start 13 weeks before due date)	6 weeks if possible	4 weeks (4 weeks if not returning)
Parental Leave	90 days	62 weeks	6 weeks if possible	4 weeks (4 weeks if not returning)
Compassionate Care Leave (someone else)	90 days	27 weeks	2 weeks if possible	1 week (2 weeks if not returning)

Job-Protected Leaves

Type of Leave	Length of time worked	Length of leave	Notice before leave	Notice before returning
Bereavement Leave	90 days	3 days/year	As much as possible	When notice is given
Critical Illness/Injury Leave of an Adult (someone else)	90 days	16 weeks	2 weeks if possible	1 week (2 weeks if not returning)
Critical Illness/Injury Leave of a Child (your child under 18 years old)	90 days	36 weeks	2 weeks if possible	1 week (2 weeks if not returning)

Job-Protected Leaves

Type of Leave	Length of time worked	Length of leave	Notice before leave	Notice before returning
Long Term Illness/Injury Leave (you)	90 days	16 weeks/year	As much as possible	1 week (2 weeks if not returning)
Personal/Family Responsibility Leave	90 days	5 days/year	As much as possible	When the leave begins
Citizenship Ceremony Leave	90 days	1/2 day/lifetime	As much as possible	When the leave begins

Job-Protected Leaves

Type of Leave	Length of time worked	Length of leave	Notice before leave	Notice before returning
Domestic Violence Leave	90 days	10 days/year	As much as possible	When the leave begins
Disappearance of Child Due to Probable Crime	90 days	52 weeks	Immediately	1 week (2 weeks if not returning)
Death of Child Due to Probable Crime	90 days	104 weeks	Immediately	1 week (2 weeks if not returning)

Job-Protected Leaves

Type of Leave	Length of time worked	Length of leave	Notice before leave	Notice before returning
Reservist (Military) Leave	26 weeks	20 days/year for training If deployed – as long as required	4 weeks if possible	4 weeks (4 weeks if not returning)

An employee may take Reservist leave for the following operations or activities:

- * deployment to a Canadian forces operation outside Canada
- * deployment to a Canadian forces operation inside Canada that is assisting with an emergency or the aftermath of an emergency
- * annual training, included related travel time, for up to 20 days in a calendar year
- * other operations set out as such in the Employment Standards Regulation by the Minister
- * Participation in pre- or post-deployment activities in connection with an operation is also considered part of deployment for the operation.

Job-Protected Leaves

Related to COVID-19

Type of Leave	Length of time worked	Length of leave	Notice before leave	Notice before returning
COVID-19 Leave	0 days	14 days	As much notice as possible	When the leave begins

Linked to guidance from the Chief Medical Officer

These can be taken more than once if necessary and can be in combination with any other leave

These are separate from the long term illness/injury and personal/family responsibility leaves

Job-Protected Leaves

Related to COVID-19

Type of Leave	Length of time worked	Length of leave	Notice before leave	Notice before returning
Personal/Family Responsibility Leave due to COVID-19	0 days	As much as necessary due to program closures/family isolation period	As much notice as possible	As much notice as possible

Linked to guidance from the Chief Medical Officer

These can be taken more than once if necessary and can be in combination of any other leave

These are separate from the long term illness/injury and personal/family responsibility leaves

Can only be taken until August 14, 2021

What should I do if I need help with Alberta Employment Standards?

If you need assistance with Alberta Employment Standards, please contact

Workers' Resource Centre
at 403-264-8100

to make an appointment with one
of the WRC caseworkers