

Getting Paid & Overtime

	Provincially Regulated	Federally Regulated
Pay Frequency	Must be paid on a regular payday established (weekly, biweekly, monthly, etc.)	Must be paid on a regular payday established (weekly, biweekly, monthly, etc.)
Proof of Pay Requirements:	<p>On or before an employee's payday, the employer must provide the employee with a wage statement that sets out:</p> <ul style="list-style-type: none"> the pay period for which the wages are being paid; the wage rate, if there is one; the gross amount of wages and – unless the employee is given the information in some other manner (such as in an employment contract) – how the gross wages were calculated; the amount and purpose of each deduction; any amounts that were paid in respect of room or board; the net amount of wages. <p>The wage statement must be:</p> <ul style="list-style-type: none"> in writing; or provided by e-mail if the employee has access to some means of making a paper copy. <p>The employee must be able to keep this information separate from their cheque.</p>	<p>At the time of making any payment of wages to an employee, the employer must provide employees with a statement in writing setting out:</p> <ul style="list-style-type: none"> the period for which the payment is made; the number of hours for which the payment is made; the rate of wages; details of the deductions made from the wages; and the actual sum being received by the employee.
Overtime:	<p>For most employees, overtime begins after they have worked 44 hours in a work week. Their hours after 44 must be paid at the overtime pay rate.</p> <ul style="list-style-type: none"> Overtime pay is 1½ times the employee's regular rate of pay. <p>Some exceptions apply.</p>	<p>Any hours worked in excess of the standard hours of work (8 hours per day or 40 hours per week) are considered overtime hours. When working overtime you are entitled to:</p> <ul style="list-style-type: none"> pay of at least 1.5 times the regular hourly wage, or

		<ul style="list-style-type: none"> time off with pay, equivalent to 1.5 hours of time off for every hour worked <p>Some exceptions apply.</p>
Vacation Pay:	<p>Vacation pay is calculated as a percentage of the gross wages that you earn. When your vacation entitlement under the ESA is:</p> <ul style="list-style-type: none"> 2 weeks; vacation pay is a minimum of 4% of gross earnings 3 weeks; vacation pay is a minimum of 6% gross earnings <p>Usually, the vacation pay earned during a completed vacation entitlement year or stub period is paid to an employee in a lump sum sometime before they take the vacation time earned. There are four exceptions:</p> <ol style="list-style-type: none"> When the vacation time is being taken in periods of less than one week. <ol style="list-style-type: none"> In this case, the employee must be paid vacation pay on or before the pay day for the period in which the vacation falls. When the employee has agreed electronically or in writing that their vacation pay will be paid on each pay cheque as it accrues (accumulates). <ol style="list-style-type: none"> In this case, the employee's wage statement may show clearly the amount of the vacation pay being 	<p>Vacation pay is calculated as a percentage of the gross wages that you earn. When your vacation entitlement under the Code is:</p> <ul style="list-style-type: none"> 2 weeks; vacation pay is 4% of earnings 3 weeks; vacation pay is 6% of earnings, and 4 weeks; vacation pay is 8% of earnings <p>Your employer may pay you vacation pay within 14 days before your vacation is set to begin. If this is not practical or it is the established practice in your workplace, your employer may also pay it during or immediately following your vacation.</p>

	<p>paid. This amount must also be shown separately from any other amounts paid.</p> <p>3. If the employee agrees electronically or in writing, the employer can pay the vacation pay at any time agreed to by the employee.</p> <p>4. If the employer pays the employee their wages by direct deposit into an account at a financial institution.</p> <p>a. In this case, the employee must be paid vacation pay on or before the payday for the period in which the vacation falls.</p>	
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