

Employees need to give notice of termination

Employees, who have worked for an employer more than 30 days but less than 1 year, must give at least one week's notice before the last day they plan to work. After employees have completed one full year with the same employer, at least two weeks notice is required.

Employers also need to give notice of Termination

When employers wish to terminate employees they must give notice of termination or pay wages equal to what would normally be earned during the notice. This is often called wages in lieu of notice. The notice period varies depending how long employees have worked.

The amount of notice that employers must provide employees depends on the length of time that employee has worked for them. (see above chart).

Additional resources

http://www2.immigratemanitoba.com/browse/work_in_manitoba/work-culture.html

<http://www.gov.mb.ca/labour/standards/>

Employment Standards Branch

24 hour Inquiry Lines
Telephone: 204.945.3352 or
Toll free in Manitoba: 1.800.821.4307
Email: employmentstandards@gov.mb.ca

(adapted from "WIN Newcomers Guide to the Canadian Workplace")



Eastman Immigrant Services

D4 284 Reimer Ave
Steinbach, MB R5G 0R5

www.eastmanimmigrantservices.com

Employment Facilitator
email:

viktoria@eastmanimmigrantservices.com
Phone 204 326 5159

Career Coach
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Settlement Services
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Manitoba Employment Standards



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Manitoba Employment Standards

Introduction

Under the Manitoba Employment Standards Code, you have certain rights and responsibilities in the workplace. There are many areas of workplace standards covered by the Employment Standards Act which is under the control of the Government of Canada.

Vocabulary

Employee: The worker hired by a company.

Employer: The company that hired you.

Wage: The amount of money paid to you for each regular hour of work.

Leave: Permission to be away from work for certain reasons, including personal illness, pregnancy, a death in the family and taking care of sick family members.

Vacation: a holiday or time when you are not working.

Standards: Rules for fair employment practices.

Giving Notice: Telling the company that you are going to quit, or the company telling you that you will not be working for them.

Quit: you tell your boss that you are leaving your job. **If you quit your job you are NOT entitled to receive employment benefits.**

Dismissed (get fired/get sacked/canned/the boot): your boss has told you to leave your job.

Minimum Wage: As of October 01, 2009 minimum wage is \$9.00 per hour.

Hours of Work: This is the total hours of work in a regular working day. The Employment Standards Code sets a limit of 8 hours for a regular day (or 40 hours per week).

Breaks: This is the time you get at work for coffee or meals. By law, employees cannot work more than five hours in a row without a 30-minute meal break. The employer decides if these are paid or unpaid breaks.

General Holiday: This is a day employers give workers as time off but do not always pay for.

Statutory (or Public) Holiday: On a public holiday government requires all employers to give workers time off. In Manitoba, we have seven statutory holidays: New Year's Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day and Christmas Day. If you work full time, four weeks before a holiday, you are paid for that day.

Vacation Time and Pay: Workers get a minimum of two weeks vacation after 1 year of full time employment with the same company. Vacation pay is a least 4% of total yearly wages.

Overtime Pay: Hours of work beyond a regular work day, (more than 8 hours per day) or work week (more than 40 hours per week) is considered overtime and paid at a different rate. For example: If you work a 10 hour day you should get paid your regular wage for the first 8 hours and then time and a half (1.5x regular wage) for the additional 2 hours.

Deductions: These are payments that employers can legally take from a worker's paycheque. These payments are for government programs including Employment Insurance (EI) and Canadian Pension Plan (CPP).

Maternity and Parental Leave: This is the time off for a new parent (mother or father). Under Manitoba law, you can get up to 17 weeks unpaid leave from work. Under Canadian law, you can qualify for almost 1 year of Employment Insurance (EI) benefits to pay for your time off. In order to collect these benefits, you must have paid EI over a period of time before the baby arrives.

Termination: People who work in the human resource department of a company use the word "termination" for any reason that someone stops working. (For example: quitting, getting fired, let go, or getting laid off). If you quit your job you are NOT entitled to receive employment benefits.

You might hear this word in the company orientation.

Notice of termination must be given by employers

Period of Employment	Notice period
Less than 1 year	One week
At least 1 year and less than 3 years	Two weeks
At least 3 years and less than 5 years	Four weeks
At least 5 years and less than 10 years	Six weeks
At least 10 years	Eight weeks

to their employees. The amount of notice employers must provide employees depends on the length of time that employee has worked for them.