What can my employer deduct from my earnings?

By law, your employer must deduct money from your earnings to cover:  
- income taxes,  
- Canada Pension Plan (CPP),  
- Employment Insurance (EI), and  
- court-ordered garnishments or judgments.

No other deductions are allowed without advance written permission or through a collective agreement.

Your employer is not allowed to deduct the following from your earnings:  
- faulty work (e.g. errors in an estimate),  
- uniforms,  
- breakage (e.g. a broken tool), or  
- cash shortages/loss of property (e.g. “dine-and-dash”, “gas-and-dash”).

If more than one individual has access.

How long is a regular work day?

Rules apply for work days longer than 8 hours. Typically, no one should be working more than 12 hours in a row. If you’re working a split shift, your work hours need to remain within a 12-hour period. So, if you start work at 9:00 am, you shouldn’t be expected to work past 9:00 pm.

Do I get breaks at work?

You must be provided with at least 30 minutes of rest within every five hours of work, unless:  
- an accident occurs or urgent work is required,  
- there are other unforeseeable or unpreventable circumstances, or  
- you belong to a union and different break arrangements have been made through your collective agreement.

You and your employer can decide if your break is taken all at once or is split up in to two 15-minute periods. Breaks can be paid or unpaid, at your employer’s discretion.

What if I can’t take breaks?

If you cannot take breaks during your shift or your employer does not allow you to leave the premises during your break, you must be paid for that time.

When can I expect to be paid?

Your employer must commit to regular pay periods. You must be paid within 10 days of the end of each pay period and provided with a statement of earnings and deductions. A pay period cannot be longer than one month.

If your employer has defined a 2-week pay period, you should expect to receive your first payment within 24 days of your start date. From then on, you can expect an average of 2 payments per month.

Notice

How much notice is needed if I quit my job?

Depending on the length of your employment, your boss must give you between 1 and 8 weeks’ notice.

- 90 days or less: no requirement
- Between 91 days and < 2 years: 1 week notice
- 2 years or more: 2 weeks’ notice

How much notice is needed if my boss lets me go?

Depending on the length of your employment, your boss must give you between 1 or 2 weeks’ written notice.

- 90 days or less: no requirement
- Between 91 days and < 2 years: 1 week notice
- 2 years or more: 2 weeks’ notice

Notice from my earnings?

By law, your employer must pay you what you would have earned for the full notice period.

If you are asked to leave immediately after receiving written notice, your employer must pay you what you would have earned for the full notice period.

Written notice, your employer must pay you what you would have earned for the full notice period.

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Need support? Let’s talk.

The Employment Standards Contact Centre is your direct line to the answers you need.

780-427-3731 within Edmonton
1-877-427-3731 toll free from anywhere in Alberta

Ask a question online at alberta.ca/ESquestions

If you think your employer is not following the rules, talk with your employer first and show them this guide for reference. If your issue is not resolved, see alberta.ca/EScomplaints for details on how to file a complaint.

Disclaimer: In the event of any discrepancy between this information and Alberta Employment Standards legislation, the legislation is considered correct. This guide is not a comprehensive list of Alberta’s Employment Standards.

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Effective September 1, 2019

EMLOYMENT STANDARDS GUIDE

Overview

This brochure covers basic employment standards.

Here, you’ll find answers to questions about pay, breaks, vacation and more.

Further information about Alberta’s Employment Standards is available at alberta.ca/EmploymentStandards

How old do I have to be to work in Alberta?

- 12 year olds and under: you can only work in artistic endeavours, and will require a permit*
- 13 - 14 year olds: you can work in any of the following jobs:  
  - clerk or messenger in an office or retail store,  
  - delivery person for small goods and merchandise for a retail store  
  - certain duties in the restaurant industry  
  - An artistic endeavour with a permit*  
  - Work not listed above with a permit*
- 15 - 17 year olds: you can be employed in any type of work. No permits are required.

*Permits require parental consent and must be authorized by the Director of Employment Standards.

There are additional rules about what hours youth can work on school days and at night. For more information about hours of work, working in the restaurant industry and other details, visit alberta.ca/Elyouth

Welcome to Alberta’s employment standards guide. This guide covers basic employment standards.
### General holiday pay

An employee is entitled to general holiday pay if:
- They have worked for the same employer for at least 30 workdays in the 12 months prior to the holiday.

A general holiday is an employee’s regular day of work and the employee works on the holiday.

Regular day of work is a day of the week that an employee works consistently, or has worked at least 5 times in the 8 weeks prior to the holiday.

What is an employee entitled to on a general holiday if...

<table>
<thead>
<tr>
<th>Employee worked</th>
<th>Hours worked x hourly wage x 1.5 + average daily wage*</th>
</tr>
</thead>
<tbody>
<tr>
<td>General holiday</td>
<td>Hours worked x hourly wage + future day off at average daily wage</td>
</tr>
<tr>
<td></td>
<td>Average daily wage</td>
</tr>
</tbody>
</table>

**General holiday is a regular day of work**

**General holiday is a non-regular day of work**

**Employee didn’t work**

Average daily wage = 4% of an employee’s wages, vacation pay and general holiday pay earned in the 4 weeks prior to the general holiday.

**Employee example:** An employee makes $20/hr. Her vacation pay is 4% of Wages $20 x .04 = $8/hour. Vacation pay is $8 x 3 hours = $24.

**General holiday pay**

Alberta has 9 official general holidays (statutory holidays). These are:
- New Year’s Day
- Canada Day
- Victoria Day
- Canada Day
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- December 25

### Minimum call-out pay

If you’re called in for a meeting or to work a shift but then sent home, you must be paid whichever works out to be more:
- Your hourly wage multiplied by the time actually worked, or
- 3 hours at a rate of at least minimum wage.

**Employee example:** The following is an example of two employees who were called in on a general holiday.

<table>
<thead>
<tr>
<th>Employee</th>
<th>Hours worked</th>
<th>Rate</th>
<th>Regular day of work</th>
<th>General holiday pay</th>
<th>Average daily wage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee A</td>
<td>3 hours</td>
<td>$25/hr</td>
<td>$75</td>
<td>$30</td>
<td>$15.80</td>
</tr>
<tr>
<td>Employee B</td>
<td>2 hours</td>
<td>$18/hr</td>
<td>$36</td>
<td>$15</td>
<td>$7.50</td>
</tr>
</tbody>
</table>

### Overtime pay for overtime work

Overtime pay is owed for all hours worked over 8 hours a day or 44 hours a week, whichever is greater.

- **Banked Overtime**
  - If you have a banked overtime agreement, you must be given time off at a rate of at least 1 hour for each overtime hour worked, paid at your regular wage rate. The time limited to banked overtime is 6 months.
  - After that, overtime that has not been used, must be paid at a rate of 1.5 hours for every hour worked.

### Job-protected leaves

Employees are eligible for most job-protected leaves after 90 days of employment with the same employer.

You must provide your employer with written notice as soon as possible, stating the intention of taking leave.

### Averaging agreements*

- An averaging agreement enables you to work longer scheduled hours per day at your regular wage rate in exchange for days off.
- Overtime is calculated differently under averaging agreements.
- Employees can’t be scheduled for more than 12 hours a day or 44 hours a week.
- Only one work schedule can be in the averaging agreement and must be provided in advance.
- Averaging agreements exist between an individual employee or group of employees and an employer.
- An employee may become part of a group agreement if they are hired into a group that has one in place.
- After September 1, 2019, it is no longer possible to enter into a Flexible Averaging Agreement (FAA).

Visit alberta.ca/EmploymentStandards for more information on averaging agreements.

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**Note:** These examples are based on average daily wage of $15/hr.