

New workplace rules

Information for employees on rules taking effect November 1

Objective

The Restoring Balance in Alberta's Workplaces Act supports economic recovery, restores balance in the workplace and gets Albertans back to work.

Changes

What is changing	What it means
Simpler rules for calculating general holiday pay.	<p>These changes will help Albertans get back to work and protects jobs of hard-working employees.</p> <p>Employees will still get general holiday pay, but the amount for their average daily wage may change.</p> <p>Average daily wage will be the employee's total wages averaged over number of days they worked in the:</p> <ul style="list-style-type: none">• Four weeks immediately before the general holiday, or• Four weeks ending on the last day of the pay period that occurred just before the general holiday.
Rules for payroll.	<p>If an employer overpaid an employee, the employee no longer has to give the employer written authorization for them to deduct an overpayment due to a payroll error or for vacation pay paid in advance.</p> <p>Employers are still required to notify employees that overpayments will be deducted from their paychecks.</p>

Rules for when to pay final pay upon termination.	<p>Employees will get all of their final pay not later than:</p> <ul style="list-style-type: none"> ○ 10 consecutive days after the end of the pay period in which termination occurred, or ○ 31 consecutive days after the last day of employment
Rules for temporary layoffs	Employees must receive notice of a temporary layoff, but specific timing requirements for notice have been removed.
More flexible rules for hours of work averaging arrangements.	It will be easier to set up arrangements, create schedules and calculate overtime. These changes create more flexibility for employees and job creators.
Expanding the types of jobs that 13 and 14-year-olds can do without needing a permit.	<p>These changes encourage employers to hire more young Albertans, so they can get important work experience to help secure their futures.</p> <p>Employers are still responsible for the health and safety of young workers and are required to ensure they are properly trained and capable of doing the work. Parents must still provide consent for 13 and 14-year-olds to work.</p>
Clearer rules for vacation time while on leave.	<p>This rule helps clarify that employees accumulate vacation time when they are on a job-protected leave.</p> <p>This makes the rules clear for employees and employers and reduces any confusion or potential conflicts.</p>
An employer and union can agree to alter employment standards rules such as hours of work, notice of work times, days of rest, and overtime hours under hours of work averaging arrangements.	This provides more flexibility for unions and employers when negotiating workplace rules that are governed by Employment Standards.
Rules for rest periods.	Rest periods can be taken at a time agreed to by an employee and employer. If the parties cannot agree an employer must provide a 30-minute break for every five hours of shift time for any shift over five hours long.
Written statement of earnings.	Employees can get electronic pay statements so long as they have confidential access and can print a paper copy.

More information

For questions relating to employment rules for employees who are not part of a union, contact the Employment Standards Contact Centre: 1-877-427-3731 or <https://www.alberta.ca/contact-employment-standards.aspx>