

TABLE OF CONTENTS

About the Authors	iii
Acknowledgement and Dedication	v
Preface	vii
What’s New	ix
Table of Cases	xxi

EMPLOYMENT STANDARDS CODE

1	Interpretation	1
	PART 1 — APPLICATION AND OPERATION OF THIS ACT (SS. 2–5.1)	
2	Application of this Act	16
2.1	Farm and ranch exemptions	18
2.2	Exemptions, modifications and substitutions	19
3	Civil remedies and greater benefits	19
4	Minimum standards cannot be avoided	24
5	Employment deemed continuous	27
5.1	Continuation of order	29
	PART 2 — STANDARDS (SS. 6–67)	
6	[Repealed 2017, c. 9, s. 6.]	30
	DIVISION 1 — PAYING EARNINGS	
7	Pay periods	30
8	Payment of wages, overtime pay and general holiday pay	30
8.1	Payment of minimum wage	32
9	[Repealed 2020, c. 28, s. 1(4).]	32
10	[Repealed 2020, c. 28, s. 1(4).]	33
11	Ways of paying earnings	33
12	Deductions from earnings	34
13	Notice required before earnings reduced	44
	DIVISION 2 — EMPLOYMENT RECORDS	
14	Records to be maintained	45
15	Keeping employment records	50
	DIVISION 3 — HOURS OF WORK	
16	Hours of work confined	52
17	Notice of work times	53
18	Rest periods	53
19	Days of rest	55
20	[Repealed 2017, c. 9, s. 13.]	55
	DIVISION 4 — OVERTIME AND OVERTIME PAY	
21	Overtime hours	56

Table of Contents

22	Overtime pay	57
23	Overtime agreements	59
23.1	Hours of work averaging agreements	61
24	Incentive pay — hourly wage for calculation of overtime	63
	DIVISION 5 — GENERAL HOLIDAYS AND GENERAL HOLIDAY PAY	
24.1	Average daily wage	64
25	General holidays in Alberta	65
26	Eligibility for general holiday pay	67
27	Resolving doubts about general holiday pay entitlements	68
28	General holiday pay — not working on a normal work day	68
29	General holiday pay — working on a normal work day	69
30	General holiday pay — working on unscheduled work day	70
31	General holiday during annual vacation	70
32	Incentive pay — hourly wage for calculating general holiday pay	70
33	Effect of general holiday on overtime calculation	71
33.1	General holiday pay on termination	71
	DIVISION 6 — VACATIONS AND VACATION PAY	
34	Basic vacation entitlement	72
34.1	Vacation pay for employee paid monthly	73
34.2	Vacation pay for employee paid other than monthly	74
35	Vacation entitlements with a common anniversary date	74
36	Computing 5 or more years of employment	75
37	How vacation is to be given	75
38	Dates for annual vacations	76
39	[Repealed 2017, c. 9, s. 27.]	77
40	[Repealed 2017, c. 9, s. 28.]	77
41	When vacation pay is to be paid	77
42	Vacation pay on termination of employment	78
43	When vacation pay is considered to be wages	80
44	Reductions in vacation and vacation pay	80
	DIVISION 7 — MATERNITY LEAVE AND PARENTAL LEAVE	
45	Entitlement to maternity leave	82
46	Length of maternity leave	82
47	Notice of maternity leave	83
48	No notice of maternity leave	83
49	Notice of employer to start maternity leave	84
50	Parental leave	84
51	Notice of parental leave	85
52	Termination of employment prohibited during maternity leave and parental leave	85
53	Resumption of employment	88
53.1	Suspension of operations	91
	DIVISION 7.1 — RESERVIST LEAVE	
53.2	Reservist leave	92
53.3	Request for proof	93
53.4	Termination of employment	93
53.5	Resumption of employment	93
53.6	Suspension of operations	94

Table of Contents

53.7	Leave and vacation conflict	94
53.8	Application	94
	DIVISION 7.2 — COMPASSIONATE CARE LEAVE	
53.9	Compassionate care leave	95
53.91	Termination of employment	96
53.92	Notice to return to work	96
53.93	Suspension of operations	97
53.94	Leave and vacation conflict	97
	DIVISION 7.3 — DEATH OR DISAPPEARANCE OF CHILD LEAVE	
53.95	Death or disappearance of child leave	97
53.951	Termination of employment	98
53.952	Notice to return to work	99
53.953	Suspension of operations	99
53.954	Leave and vacation conflict	99
	DIVISION 7.4 — CRITICAL ILLNESS OF CHILD LEAVE	
53.96	Critical illness of child leave	100
53.961	Termination of employment	101
53.962	Notice to return to work	101
53.963	Suspension of operations	102
53.964	Leave and vacation conflict	102
	DIVISION 7.5 — LONG-TERM ILLNESS AND INJURY LEAVE	
53.97	Entitlement to leave	102
53.971	Termination of employment	103
53.972	Notice to return to work	103
53.973	Suspension of operations	103
53.974	Leave and vacation conflict	103
	DIVISION 7.6 — OTHER LEAVES	
53.98	Definition	104
53.981	Domestic violence leave	104
	<i>Personal and Family Responsibility Leave</i>	
53.982	Unpaid leave for personal and family responsibilities	105
	<i>COVID-19 Vaccination Leave</i>	
53.9821	COVID-19 vaccination leave	106
	<i>Bereavement Leave</i>	
53.983	Unpaid bereavement leave	107
	<i>Leave for Citizenship Ceremony</i>	
53.984	Unpaid leave for citizenship ceremony	107
	<i>Termination of Employment</i>	
53.985	Termination of employment	108
	DIVISION 8 — TERMINATION OF EMPLOYMENT	
54	Calculating length of employment for termination notice purposes	108
55	Options for employer to terminate employment	109
56	Employer’s termination notice	128
57	Termination pay	131
58	Termination of employment by an employee	134

Table of Contents

59	Expediting termination of employment after an employee’s termination notice	139
60	Continuation of employment after termination	140
61	Earnings not to change after termination notice given	140
61.1	Use of entitlements during the notice period	142
	Layoff and Recall	
62	Temporary layoff	142
63	Termination pay after temporary layoff	145
63.1	Termination pay after temporary layoff for reasons related to COVID-19	146
64	Recall	146
	DIVISION 9 — RESTRICTION ON EMPLOYMENT OF CHILDREN	
65	Employment of children	147
65.1	[Proposed] 12 years of age and under	148
65.2	[Proposed] 13 to 15 years of age	148
65.3	[Proposed] 16 and 17 years of age	149
66	Conditions of a child’s employment	149
	DIVISION 10	
67	[Repealed 2017, c. 9, s. 45.]	149
	PART 3 — ADMINISTRATION (SS. 68–108)	
	DIVISION 1 — GENERAL	
68	Director and Registrar	149
69	Establishment of appeal body	149
70	Liability of officials	150
71	Delegation	150
72	Services by others	151
73	Alternative dispute resolution	151
74	Director’s variance or exemption	152
74.1	Minister’s variance or exemption	154
	DIVISION 2 — EMPLOYMENT STANDARDS OFFICERS	
75	Certification and appointment of officers	155
76	Director exercising powers, etc. of officer	156
77	Inspections, investigations, inquiries	156
78	Assistance to officers	158
78.1	Officer directed audit	159
79	Directions	159
80	Single employer declaration	160
81	Effect of declaration	162
	DIVISION 3 — EMPLOYMENT STANDARDS COMPLAINTS, INVESTIGATIONS AND DETERMINATIONS	
82	Employee complaints	164
83	When complaints may be refused	167
83.1	When complaints must be refused	169
84	Mediation by officer	169
85	Decision of officer	170
86	Complaints referred to Director	170
87	Order of an officer	170
88	Appeal to Director	172

Table of Contents

89	Order for reinstatement or compensation	173
90	Limitation periods for orders	175
91	General provisions about orders	178
92	Revocations or amendments by officer	179
92.1	Revocations or amendments by Director	179
93	Amendments and appeals from amendments	180
94	Settlement or compromise by Director	180
	DIVISION 4 — APPEALS TO THE APPEAL BODY	
95	Appeal to appeal body	181
96	Appeal referred to appeal body	182
97	Abandonment of appeal	183
	Conduct of Proceedings	
98	Fair process	183
99	Conduct of appeal	183
100	Evidence	183
101	[Repealed 2017, c. 9, s. 65.]	184
102	Obtaining evidence	184
103	Failure to appear	184
104	Form of decision	185
105	Settlement	185
106	Correction of errors	186
107	Appeal body’s decision	186
108	Disbursement of money held by Director	187
	PART 4 — ORDERS AND DECISIONS AND DIRECTOR’S DEMANDS TO THIRD PARTIES (SS. 108.1–123)	
108.1	Application of Part	188
	DIVISION 1 — ENFORCEMENT OF ORDERS AND DECISIONS	
109	Deemed trust	188
110	Filing of order	189
111	Registration of order in land titles office	190
112	Liability of directors of corporate employers	190
113	Reciprocal enforcement of orders	194
	DIVISION 2 — DIRECTOR’S DEMAND TO THIRD PARTIES	
114	Definitions	195
115	Director’s demand to third party	195
116	Duties of third party	196
116.1	Joint debt or account	196
117	Right of third party to make deductions	197
118	Debt created	197
119	Liability of third party not discharged	198
120	Receipt issued by Director	198
120.1	Payment priorities	198
121	Payment of money received	198
122	Director’s collection notice	198
123	Disposition of money received	199
	PART 4.1 — ADMINISTRATIVE PENALTIES (S. 123.1)	
123.1	Administrative penalties	199

Table of Contents

PART 5 — OFFENCES, PROCEDURES AND REGULATIONS (SS. 124–139)

	DIVISION 1 — OFFENCES AND PENALTIES	
124	No dismissal for garnishment proceedings	200
125	Adverse effect on employment prohibited	201
126	[Repealed 2017, c. 9, s. 82.]	202
127	Premium for employment prohibited	202
128	Employer prohibitions	202
129	Offences	202
130	[Repealed 2017, c. 9, s. 85.]	202
131	Corporate offences	202
132	Penalty	203
133	Prosecutions	203
	DIVISION 2 — PROCEDURAL MATTERS	
134	Non-compellable witness	203
135	Service of documents	203
136	Certification of copies	204
136.1	Publication	204
137	Group termination	204
	DIVISION 3 — REGULATIONS	
138	Regulation-making authority	205
139	[Repealed 2000, c. E-9, s. 139.]	209

14/97 — EMPLOYMENT STANDARDS REGULATION

1	Definition	212
	PART 1 — EXEMPTIONS	
1.1	Farm or ranch employee exemptions	212
1.2	Lookout observer exemptions	212
2	Hours of work, overtime and records	213
3	General holidays and general holiday pay exemptions	220
3.1	General holidays, general holiday pay, vacation and vacation pay exemptions	221
3.2	Transitional	221
4	Vacation and vacation pay exemptions	221
5	No notice of termination	222
5.1	Termination pay	223
6	Domestic employment	224
	PART 2 — MINIMUM WAGE	
7	Definition	224
8	Application	224
9	Basic minimum wage	225
10	Calculation of minimum wage	226
11	Employment for less than 3 hours	227
11.1	Faulty work	227
12	Board and lodging deductions	227
13	Unauthorized deductions	228
13.1	[Repealed Alta. Reg. 246/2017, s. 10.]	228

Table of Contents

	PART 2.1 — HOURS OF WORK	
	AVERAGING ARRANGEMENTS	
13.2	[Repealed Alta. Reg. 159/2020, s. 3.]	228
	DIVISION 1 — HOURS OF WORK	
	AVERAGING ARRANGEMENTS	
13.3	Threshold	228
13.31	Requirement to pay	229
13.32	[Repealed Alta. Reg. 159/2020, s. 7.]	229
13.33	Amendment, cancellation or replacement of averaging arrangement	229
13.331	Change of shift	230
13.34	[Repealed Alta. Reg. 159/2020, s. 9.]	230
13.35	Termination or no longer bound	230
13.36	[Repealed Alta. Reg. 159/2020, s. 11.]	230
13.37	Copy of averaging arrangement or amendment	230
13.38	Transitional	231
	DIVISION 2 — FLEXIBLE AVERAGING AGREEMENTS	
13.4	[Repealed Alta. Reg. 71/2019, s. 3.]	231
13.41	[Repealed Alta. Reg. 71/2019, s. 3.]	231
13.42	[Repealed Alta. Reg. 71/2019, s. 3.]	231
13.43	[Repealed Alta. Reg. 71/2019, s. 3.]	231
13.44	[Repealed Alta. Reg. 71/2019, s. 3.]	231
13.45	[Repealed Alta. Reg. 71/2019, s. 3.]	231
13.46	[Repealed Alta. Reg. 71/2019, s. 3.]	231
13.47	[Repealed Alta. Reg. 71/2019, s. 3.]	231
13.48	[Repealed Alta. Reg. 71/2019, s. 3.]	231
13.49	Transitional	231
	PART 3 — SPECIAL PROVISIONS FOR SPECIFIC INDUSTRIES AND OCCUPATIONS	
	DIVISION 1 — AMBULANCE ATTENDANTS	
14	Application	232
15	[Repealed Alta. Reg. 114/2000, s. 17.]	232
16	Overtime hours	233
17	Calculation of hours of work	233
17.1	Relief from on-call duties	234
	DIVISION 2 — MISCELLANEOUS SERVICES (FIELD CATERING, GEOPHYSICAL EXPLORATION, SURVEYING, LOGGING AND LUMBERING AND ROAD MAINTENANCE ACTIVITIES)	
18	Definitions	234
19	Application	235
20	Substitution for Act	235
21	Overtime hours	235
21.1	Geophysical exploration	235
	DIVISION 3 — HIGHWAY AND RAILWAY CONSTRUCTION AND BRUSH CLEARING	
22	Definitions	236
23	Application	236
24	Substitution for Act	236
25	Overtime hours	236

Table of Contents

	DIVISION 4 — IRRIGATION DISTRICTS	
26	Application	237
27	Substitution for Act	237
28	Overtime hours	237
	DIVISION 5	
29	[Repealed Alta. Reg. 159/2020, s. 14.]	237
30	[Repealed Alta. Reg. 159/2020, s. 14.]	237
31	[Repealed Alta. Reg. 159/2020, s. 14.]	237
	DIVISION 6 — OILWELL SERVICING	
32	Definition	237
33	Application	237
33.1	Hours of work	238
34	Substitution for Act	238
35	Overtime hours	238
35.1	Payment of bonus component of wages	238
35.2	Bonus treatment in calculating general holiday pay	238
35.3	Overtime pay where bonus component	238
	DIVISION 7 — TAXI CAB INDUSTRY	
36	Application	238
37	Substitution for Act	239
38	Overtime hours	239
	DIVISION 8 — TRUCKING INDUSTRY	
39	Application	239
40	Substitution for Act	239
41	Overtime hours	239
42	Working period	240
43	Hours of rest	240
	DIVISION 9 — CAREGIVERS	
43.1	Definitions	241
43.2	Application	242
43.3	Substitution for Act	242
43.4	Caregiver payment for hours of work and overtime	242
43.5	Caregiver payment for outings with client	243
43.6	Caregiver payment for less than 2 hours	243
	DIVISION 10 — FIRE FIGHTING SERVICES	
43.7	Definition	243
43.71	Application	243
43.72	Substitution for Act provisions	243
43.73	Hours of work	243
43.74	Emergencies	244
43.75	Overtime hours	244
	DIVISION 11 — FARMING AND RANCHING OPERATIONS	
43.8	Application of Division	244
43.81	Substitution for Act provisions	245
43.82	Days of rest	245
43.83	General holiday pay — not working on the general holiday	245
43.84	General holiday pay — working	245

Table of Contents

DIVISION 12 — MOBILE WORKOVER OR COMPLETION SERVICE DRILLING OPERATIONS, OIL AND GAS CONTINUOUS OPERATIONS AND ROADBUILDING OR HEAVY CONSTRUCTION OPERATIONS	
43.841	Definitions 245
43.842	Application of Division 246
43.843	Substitution for Act 246
43.844	Hours of work confined 246
43.845	Hours of rest 247
43.846	Days of rest 247
43.847	Transitional 247
PART 3.1 — VARIANCES AND EXEMPTIONS	
43.85	Application for variance or exemption 247
43.86	Variances under section 74 of the Act 247
43.87	Notice to employees and employers of orders under section 74.1 of the Act 248
43.88	Transitional 248
PART 4 — CONSTRUCTION INDUSTRY AND BRUSH CLEARING (GENERAL HOLIDAY PAY AND VACATION PAY)	
44	Definitions 248
45	Substitution for Act 250
46	General holiday pay 250
47	When paid 251
48	Vacation pay 251
49	When pay 251
50	Vacation pay on termination 251
PART 5 — EMPLOYMENT OF INDIVIDUALS UNDER 18 YEARS OLD	
51	Definitions 251
51.1	Application of Part 252
51.2	Permit 252
51.3	12 years old or younger employment 252
52	Adolescent's employment 252
53	Young persons employment 254
54	Conditions on employment 255
54.01	[Proposed] Permit conditions 256
54.02	[Proposed] Other conditions 256
PART 5.1 — JOB-PROTECTED LEAVES	
54.1	Classes of persons included in the definition of family member 256
54.2	Medical certificates 258
54.3	Changes to leaves resulting from EI amendments 259
PART 6 — RECIPROCATING JURISDICTIONS	
55	Reciprocal enforcement of orders 259
PART 6.1 — ADMINISTRATIVE PENALTIES	
55.1	Notice of administrative penalty 259
55.2	Time for payment 260

Table of Contents

	PART 7 — FEES AND COSTS	
56	Fee is debt	260
57	General fees	260
58	[Repealed Alta. Reg. 114/2000, s. 27.]	260
59	Audit fees	260
60	Additional fee	261
61	Fees on appeal	261
62	Umpire’s costs	262
63	Third party collection costs	263
	PART 7.1 — SERVICE OF DOCUMENTS AND PUBLICATION OF DOCUMENTS	
	DIVISION 1 — SERVICE OF DOCUMENTS	
63.1	Service of documents	264
	DIVISION 2 — PUBLICATION OF DOCUMENTS	
63.2	Permits	267
63.3	Variations, exemptions and orders	267
63.4	Enforcement actions	267
	PART 7.2	
63.41	Electronic statement of earnings	268
63.5	[Repealed Alta. Reg. 159/2020, s. 28.]	268
	PART 8 — REPEAL, COMMENCEMENT AND EXPIRY	
64	Repeal	268
65	Commencement	269
66	[Repealed Alta. Reg. 172/2019, s. 3.]	269
	SCHEDULE 1	
	SCHEDULE 2 — SCHEDULE OF ADMINISTRATIVE PENALTIES	
	SCHEDULE 3	
	DIVISION 7.4 — CRITICAL ILLNESS LEAVE	
	29/2020 — EMPLOYMENT STANDARDS (COVID-19 LEAVE)	
	REGULATION	
1	Definitions	276
2	Variance and exemption re leave	276
3	Exemption re notice to return to work	276
4	Extension of leave	276
4.1	Variance and exemption re family leave	276
5	Commencement	277
	Appendix — Ministerial Orders	279
	Index	289