

# Canadian Employment Standards Course Outline\*

This seminar is presented with the cooperation of The National Payroll Institute.

- Definition of Employment Standards:
  - Scope and coverage of legislation
  - Exceptions from standards as a whole
  - Agreements to replace employment standards
- Jurisdiction-By-Jurisdiction Review:
  - Hours of work
    - Scope and coverage of legislation
    - Banking overtime
    - Compressed workweeks
    - Averaging hours
    - Call-in pay
    - Rest periods
  - Statutory/public holidays
    - Legislation
    - Overtime calculations for statutory holiday
  - Paid and unpaid leave
    - Sick leave
    - Compassionate care leave
    - Maternity leave
    - Parental leave
    - Bereavement leave
    - Time off for voting
    - Jury duty
    - Citizenship leave
  - Vacation
    - Time versus pay
    - Vacationable earnings
    - Vacation pay on termination
  - Termination
    - Individual and group
    - Employee and employer notice periods
    - Wages in lieu of notice
    - Layoff and recall rights
    - Severance pay
    - Payment of wages on termination
  - Records retention
    - Pay frequency and statement of wages

*\*Program subject to change without notice*

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