

# QUICK REFERENCE

Term	Definition	Related modules
<i>Alberta Human Rights Act</i> (AHR Act)	In Alberta, the <i>Alberta Human Rights Act</i> (AHR Act) protects Albertans from discrimination in certain areas based on specified grounds. The AHR Act prohibits discrimination in the area of employment. Specifically it prohibits discrimination based on the protected grounds of race, colour, ancestry, place of origin, religious beliefs, gender, age, physical disability, mental disability, marital status, family status, source of income and sexual orientation.	<a href="#">8 – Job-protected Leaves</a>  <a href="#">9 – Termination of employment</a>
Alberta Human Rights	The Alberta Human Rights Commission carries out functions under the Commission AHR Act. The Commission’s purpose is to foster equality and to reduce discrimination. It fulfills this mandate through public education and community initiatives, through the resolution and settlement of complaints of discrimination, and through human rights tribunal and court hearings. For more information visit <a href="http://www.albertahumanrights.ab.ca">www.albertahumanrights.ab.ca</a> .	<a href="#">8 – Job-protected Leaves</a>  <a href="#">9 – Termination of employment</a>
Administrative penalty	An administrative penalty is issued to an employer as a result of non-compliance with the minimum employment rules or an enforcement action against the employer.	<a href="#">11 – Complaint Resolution Process</a>
Anniversary date	This date is important for calculating entitlements for annual vacation and vacation pay. The anniversary date is the date that the employee started to work for the employer.	<a href="#">7 – Vacations and Vacation Pay</a>
Average daily wage (as used for calculating general holiday pay)	The average daily wage is used for calculating how much an employee must be paid for a general holiday that was or wasn’t worked. It is calculated as the employee’s wages earned divided by the number of days worked. This can be calculated on the basis of either the 4 weeks leading up to the general holiday or the 4 weeks leading up to the end of the pay period before the general holiday.	<a href="#">6 – General Holidays</a>

Averaging arrangement	An averaging arrangement is a way to average the number of hours an employee works to determine overtime pay or time off with pay.	<a href="#">5 – Averaging Arrangements</a>
Bereavement leave	Eligible employees who experience the death of a family member or pregnancy loss are entitled to an unpaid, job-protected leave of absence for up to three days per calendar year.	<a href="#">8 – Job-protected Leaves</a>
Breach of duty	Breach of duty can occur when an employee knowingly jeopardizes the interests of the employer, reveals confidential information, breaches company policies or conducts him/herself dishonestly.	<a href="#">9 – Termination of employment</a>
Citizenship ceremony leave	Eligible employees who receive notice to receive their Canadian citizenship certificate are entitled to a half-day of unpaid, job-protected leave of absence once in their lifetime.	<a href="#">8 – Job-protected Leaves</a>
Collective agreement	A collective agreement is an agreement, in writing, between an employer or an employers' organization and a bargaining agent containing terms or conditions of employment. It may include one or more documents containing one or more agreements.	<a href="#">1 – Overview</a> <a href="#">3 – Hours of Work and Rest</a> <a href="#">6 – General Holidays</a> <a href="#">9 – Termination of employment</a>
Compassionate care leave	Eligible employees are entitled to an unpaid, job-protected leave of absence to give care or support to a seriously ill family member who is at risk of death within 26 weeks. The maximum amount of compassionate care leave is 27 weeks, and may be broken into multiple periods at least one week in length, within the 27 weeks.	<a href="#">8 – Job-protected Leaves</a>
Continuous employment	Continuous employment refers to the continuity of service, and all of the benefits that this brings, that an employee who remains employed at a company has when ownership of the company changes hands. It is important for employment records and calculating length of service (upon termination).	<a href="#">9 – Termination of employment</a>
COVID-19 leave	All employees, regardless of length of service who are recommended or directed by the Chief Medical	<a href="#">8 – Job-protected Leaves</a>

	Officer to self-isolate related to COVID-19 are entitled to 14 days of unpaid, job-protected leave.	
Critical illness leave	Eligible employees who need to provide care for a critically ill child under the age of 18 are entitled to an unpaid, job-protected leave of absence for up to 36 weeks. Eligible employees who need to provide care to a critically ill adult family member are entitled to 16 weeks.	<a href="#">8 – Job-protected Leaves</a>
Daily overtime hours	Any hours more than eight hours worked in each day are considered daily overtime hours.	<a href="#">4 – Overtime Hours and Overtime Pay</a>
Daily wage	Daily wages means the wage of an employee on a normal work day.	<a href="#">2 – Payment of Earnings</a>
Date of delivery	The date of delivery refers to the date when the pregnancy of an employee terminates with the birth of a child or when the pregnancy otherwise terminates.	<a href="#">8 – Job-protected Leaves</a>
Death or disappearance of child leave	Eligible employees who have experienced the death or disappearance of a child under the age of 18, as a result of a probable crime, are entitled to an unpaid, job-protected leave of absence for up to 52 weeks if the child disappeared or 104 weeks if the child died.	<a href="#">8 – Job-protected Leaves</a>
Domestic violence leave	Eligible employees who have experienced domestic violence are entitled to an unpaid, job-protected leave of absence for up to 10 days per calendar year.	<a href="#">8 – Job-protected Leaves</a>
Earnings	Earnings refer to wages, overtime pay, vacation pay, general holiday pay and termination pay.	<a href="#">2 – Payment of Earnings</a>
Employee	An employee (worker) is someone who works for an employer. He/she is employed to do work and receives wages in exchange for his/her efforts.	All
Employer	An employer is a person who employs an employee.	All
Employment Insurance	Employment Insurance provides temporary financial assistance to unemployed Canadians who have lost their job through no fault of their own, while they look for work or upgrade their skills. Canadians who are sick, pregnant, or caring for a newborn or adopted child, as well as those who must care for a	<a href="#">8 – Job-protected Leaves</a>

	family member who is seriously ill with a significant risk of death, may also be assisted by Employment Insurance.	
Employment record	An employment record is the employment information required by the <i>Employment Standards Code</i> for the employer to keep up to date and any other record needed to determine whether an employee is entitled to anything under the Code.	All
Group overtime agreements	A group overtime agreement is between an employer and a designated group of employees. The employer and a majority of the employees in the designated group must sign the agreement. The agreement can be cancelled or changed by either party by giving one months' notice to the other.	<a href="#">4 – Overtime Hours and Overtime Pay</a>
Just cause	An employer can terminate an employee, without notice, for just cause. Termination for just cause typically involves conduct that is serious enough to justify the employer ending the employment relationship.	<a href="#">9 – Termination of employment</a>
Long-term illness and injury leave	Eligible employees who have a long-term illness or injury are entitled to an unpaid, job-protected leave of absence for up to 16 weeks per year.	<a href="#">8 – Job-protected Leaves</a>
Maternity leave	Maternity leave is for birth mothers only. It is up to 16 consecutive weeks in duration. It is intended to help mothers recover from the physical strain of childbirth.	<a href="#">8 – Job-protected Leaves</a>
Overtime agreement	An overtime agreement is an agreement between an employer and employees that explains how overtime and overtime pay will be dealt with	<a href="#">4 – Overtime Hours and Overtime Pay</a>
Parental leave	Mothers, fathers and/or adoptive parents are eligible for up to 62 consecutive weeks of unpaid, job protected parental leave. This leave can be taken by one parent or shared between two parents, but the total combined parental leave cannot exceed 62 weeks.	<a href="#">8 – Job-protected Leaves</a>
Pay period	A pay period can be daily, weekly, bi-weekly, semi-monthly or monthly. It cannot be longer than one month. An employee must be paid all wages, overtime and general holiday pay earned in a pay	<a href="#">2 – Payment of Earnings</a>

	period within 10 consecutive days after the end of the pay period.	
Personal and family responsibility leave	Eligible employees who need to address health matters or family responsibilities are entitled to an unpaid, job-protected leave. Different rules are in place for leave related to COVID-19 caregiving.	<a href="#">8 – Job-protected Leaves</a>
Record of Employment (ROE)	A Record of Employment (ROE) is a form (either paper or electronic) that employers complete for employees receiving insurable earnings who stop working and experience an interruption of earnings. It is the single most important document in the Employment Insurance (EI) program and employees require a ROE before they can apply for and receive Employment Insurance benefits. For more information on ROEs and Employment Insurance visit <a href="http://www.canada.ca/en/employment-social-development/programs/ei.html">www.canada.ca/en/employment-social-development/programs/ei.html</a>	<a href="#">9 – Termination of employment</a>
Regular schedule	A regular schedule is a type of work schedule where employees may work the same or different hours on different days of the week, but in a pre-determined and repetitive pattern.	<a href="#">6 – General Holidays</a>
Reservist leave	Eligible employees who are reservists are entitled to an unpaid, job protected leave of absence when deployed to Canadian Forces operations or for annual training.	<a href="#">8 – Job-protected Leaves</a>
Rest periods	Employees must receive at least one 30-minute break on shifts longer than 5 hours and 2 30-minute breaks on shifts longer than 10 hours. This can be paid or unpaid at an employer's discretion. Often referred to as breaks.	<a href="#">3 – Hours of Work and Rest</a>
Split shift	A type of work schedule that is divided into two or more periods of time, such as morning and evening, with a break of several hours between them.	<a href="#">3 – Hours of Work and Rest</a>
Statement of earnings	A statement of earnings is a written statement detailing the hours of work and rate of pay, that the Code requires employers to provide employees at the end of each pay period.	<a href="#">2 – Payment of Earnings</a>

Temporary layoff	A temporary layoff occurs when an employee is temporarily laid off from a position, but will be returning to that position. In Alberta, the maximum duration of a temporary layoff is 90 days within a 120-day period. Different rules are in place for layoffs related to COVID-19.	<a href="#">9 – Termination of employment</a>
Termination notice	Notification provided by either the employer or the employee to signify the end of an employment relationship.	<a href="#">9 – Termination of employment</a>
The 8/44 rule	This is a rule used to calculate overtime. Overtime is all hours worked in excess of eight hours a day, or 44 hours a week, whichever is greater.	<a href="#">4 – Overtime Hours and Overtime Pay</a>
Wage rate	A wage rate refers to the hourly rate of pay for wages.	<a href="#">2 – Payment of Earnings</a>
Weekly overtime hours	Weekly overtime hours are any hours more than 44 hours worked in a week.	<a href="#">4 – Overtime Hours and Overtime Pay</a>
Work day	The work day is a 24-hour period ending at midnight or another 24-hour period as established by the consistent practice of an employer (e.g. 8 pm to 8 pm).	<a href="#">3 – Hours of Work and Rest</a>
Work week	A work week is the period between midnight on a Saturday and midnight on the following Saturday, or seven consecutive days as established by the consistent practice of an employer.	<a href="#">3 – Hours of Work and Rest</a>
Youth	A youth is anyone under the age of 18.	<a href="#">10 – Youth Employment</a>

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From a cell phone, call #310 on Telus and Bell or \*310 on Rogers.

Ask a question online at: <https://www.alberta.ca/contact-employment-standards.aspx>

TTY/TDD for the deaf or hard of hearing:

780-427-9999 (Edmonton and surrounding areas) 1-800-232-7215 (Toll-free)