



When can I expect to be paid?

Employers must commit to regular pay periods. They must pay employees within 10 days of the end of each pay period. A pay period cannot be longer than one month.

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



What can my employer deduct from my earnings?

- ✓ **Employers are required to deduct money from each employee's earnings** for payment of income taxes, Canada Pension Plan, employment insurance, court-ordered garnishees or judgements.
- ✗ **No other deductions are allowed** (e.g. RRSP contributions, healthcare premiums) unless the employee has submitted written permission ahead of time.
- ✗ An employer cannot legally deduct money from your pay for sub-standard workmanship, or for cash shortages/loss of property if others have access to the cash or property.
- ✗ If you earn minimum wage, an employer cannot deduct the cost of a uniform or related expenses (i.e. cleaning, replacement).



How long is a regular workday?

Rules apply for workdays longer than eight hours. Under normal conditions, no one should be working more than 12 hours in a row. Also, if you're working a split shift, your work hours need to remain within a 12-hour period. This means that if you start work at 9 a.m. you shouldn't be expected to work past 9 p.m.



Do I get any breaks at work?

If you work more than five hours in a shift, you're allowed at least 30 minutes of rest time. You and your employer can decide if you take your break all at once, or split it up into multiple shorter breaks. Your employer doesn't have to pay you for your breaks.

What if I'm working alone?

If you cannot take breaks during your shift, you must be paid for the time you work.



How do I know exactly what I'm being paid?

Employers must provide their employees with a statement of earnings and deductions within 10 days of the end of each pay period.



Employment Standards Guide for the retail sector



Introduction

This brochure covers the basic standards employees can expect. It outlines the law in everyday language.*

If you have questions about things like pay, breaks, vacation, etc., this is a good place to start.

Find more detailed information about Alberta's Employment Standards at work.alberta.ca/es

*In the event of any discrepancy between this document and the legislation, the legislation is considered correct.

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

work.alberta.ca/esinquiry
To fill out the online inquiry form



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

You can start working in a retail setting **as young as age 12**, but you will need written permission from a parent or guardian. The younger you are, the more restrictions there are about what kind of work you can do where and when.

From **ages 12 - 14** you may work up to two hours on a school day, but only after normal school hours and not between 9 p.m. and 6 a.m. On non-school days, you may work up to eight hours, with the same nighttime restrictions.

If you're **15** you can work on school days but not during school hours. If you're **16 - 17** you can work anytime between 6 a.m. and midnight. If you're **15 - 17** and want to work between 9 p.m. and midnight you'll need adult supervision on the job. You are not allowed to work at most retail jobs (e.g. clerk at a convenience store or a gas station) between midnight and 6 a.m.



Example employee:

Three-month schedule
(May 1 = first day of work)

Wage: **\$20.00/hour**

MAY

SUN	MON	TUE	WED	THU	FRI	SAT
1 10 hrs.	2 9 hrs.	3	4	5 8 hrs.	6 10 hrs.	7 9 hrs.
8 8 hrs.	9 8 hrs.	10	11	12 8 hrs.	13 2.5 hrs.	14 8 hrs.
15 8 hrs.	16 9 hrs.	17	18	19 8 hrs.	20 8 hrs.	21 8 hrs.
22 8 hrs.	23 8 hrs.	24	25	26 8 hrs.	27 8 hrs.	28 8 hrs.
29 8 hrs.	30 8 hrs.	31				

JUNE

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2 8 hrs.	3 7 hrs.	4 8 hrs.
5 8 hrs.	6 8 hrs.	7	8	9 8 hrs.	10 8 hrs.	11 8 hrs.
12 8 hrs.	13 8 hrs.	14	15	16 12 hrs.	17 8 hrs.	18 8 hrs.
19 8 hrs.	20 8 hrs.	21	22	23 6 hrs.	24 7 hrs.	25 8 hrs.
26 8 hrs.	27 8 hrs.	28	29	30 8 hrs.		

JULY

SUN	MON	TUE	WED	THU	FRI	SAT
					1 8 hrs.	2 8 hrs.
3 8 hrs.	4 11 hrs.	5	6	7 8 hrs.	8 8 hrs.	9 8 hrs.
10 8 hrs.	11 7 hrs.	12	13	14 8 hrs.	15 8 hrs.	16 7 hrs.
17 8 hrs.	18 8 hrs.	19	20	21 8 hrs.	22 10 hrs.	23 8 hrs.
24 8 hrs.	25 8 hrs.	26	27	28 8 hrs.	29 8 hrs.	30 8 hrs.
31 6 hrs.						

Recognized general holidays in Alberta

The Code lists nine official general holidays (statutory holidays). These are:

- New Year's Day** (January 1)
- Alberta Family Day** (Third Monday in February)
- Good Friday** (Friday before Easter)
- Victoria Day** (Monday before May 25)
- Canada Day** (July 1, except when it falls on a Sunday, then it is July 2)
- Labour Day** (First Monday in September)
- Thanksgiving Day** (Second Monday in October)
- Remembrance Day** (November 11)
- Christmas Day** (December 25)

LEGEND DAY OFF PAY DAY OVERTIME
 GENERAL HOLIDAY CALL-OUT PAY

What can I expect to be paid?

No less than minimum wage

Minimum wage is the lowest hourly rate an employer can legally pay an employee.

This amount increases from time to time. Check work.alberta.ca/es for Alberta's current rate for minimum wage.

Vacation and vacation pay



After one year on the job, you're entitled to two weeks' paid vacation.
Your vacation pay is four per cent of your wages from the previous year.



After five years on the job, you are to receive three weeks' paid vacation.
Your vacation pay jumps to six per cent of your wages from the year prior.

Overtime pay for overtime work

Unless you're a manager or a supervisor, or have a banked overtime agreement in writing, **your employer must pay you at least 1.5 times your regular hourly rate** for overtime worked.

Overtime pay is calculated based on the number of hours worked in a week or the number of extra hours worked in a day. Add up the hours worked beyond an eight-hour day for each day of the week. Then add up the total hours worked during the week. Anything over eight hours in a day or 44 hours in a week counts. Employers pay overtime based on the larger of the two totals.

Working fewer hours on one day does not mean you can work extra hours on another day to make up the time. In most cases, if you put in more than eight hours it's overtime.

Overtime pay for example employee

WEEK: May 1-7	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL
>8 HOURS	+2	+1	-	-	-	+2	+1	+6 hours
HOURS WORKED	10	9	day off	day off	8	10	9	46-44=2
								6>2 so overtime pay=6 hours

Minimum call-out pay

If you're called in for a meeting, or to work a short shift and then sent home, you must be paid whichever works out to be more; either:

- your hourly wage X the time actually worked, or**
- three hours at minimum wage.**

Minimum call-out pay for example employee

DAY	LENGTH OF MEETING/SHORT SHIFT	TOTAL WAGE
May 10	1 hour	3 hours at minimum wage
May 13	2.5 hours	$\$20.00 \times 2.5 = \50.00
June 7	1 hour	3 hours at minimum wage
July 4	1 hour	3 hours at minimum wage

General holiday pay

Employees who have worked for their employer **at least 30 workdays** in the 12 months leading up to the holiday are entitled to general holiday pay. Those who miss their scheduled shifts (without their employer's consent) right before or after the general holiday are disqualified.

Note: "Average daily wage" is based on your average wage over the nine work weeks leading up to the general holiday. "A normal workday" is a scheduled day of work. Find more information on how it all works at work.alberta.ca/es.

- If the holiday falls on your normal workday but you take the day off, you will receive your average daily wage.
- If the holiday falls on a normal workday and you work it, you will receive your average daily wage plus 1.5 times your regular hourly rate for every hour worked, or your regular rate plus a future day off paid at your average daily wage.
- If the holiday falls on your normal day off but you are called in to work, payment will be 1.5 times your regular hourly rate.
- If the holiday is not your normal day of work and you do not work, you will not receive general holiday pay.

Calculation for when your normal workday falls on a General Holiday.

	WEEK	HOURS	TOTALS
WEEK 1	May 1-7	8+8+8+8+8	40*
WEEK 2	May 8-14	8+8+8+2.5+8	34.5
WEEK 3	May 15-21	8+8+8+8+8	40*
WEEK 4	May 22-28	8+8+8+8+8	40
WEEK 5	May 29-June 4	8+8+8+7+8	39
WEEK 6	June 5-11	8+8+8+8+8	40
WEEK 7	June 12-18	8+8+8+8+8	40*
WEEK 8	June 19-25	8+8+6+7+8	37
WEEK 9	June 26-30	8+8+8	24
TOTAL HOURS WORKED			334.5
AVERAGE HOURS WORKED <small>TOTAL HOURS / DAYS WORKED</small>			334.5/43=7.78
AVERAGE DAILY WAGE <small>AVERAGE HOURS WORKED X HOURLY WAGE</small>			7.78 x \$20.00 = \$155.60
GENERAL HOLIDAY PAY			
HOURLY WAGE X HOURS WORKED			\$20.00 x 8 = \$160.00
DAILY WAGE X 1.5			\$160.00 x 1.5 = \$240.00
DAILY WAGE X 1.5 + AVERAGE DAILY WAGE			\$240.00 + \$155.60 = \$395.60

*OVERTIME IS NOT INCLUDED IN AVERAGE DAILY WAGE CALCULATIONS



How much notice is needed if...

I quit my job?

- You need to provide one or two weeks' written notice** depending on the length of your employment.

My boss lets me go?

- Your boss needs to give you between one and eight weeks' notice**, depending on the situation and how long you've worked there.
- Notice is not required if you've worked at a job for less than three months, or if there is just cause.**

- Sometimes employers want an employee to leave right away.**
In this case, instead of written notice, they can pay the employee what they would have earned had they worked for the full notice period.