

HOURS OF WORK & BREAKS READING/LISTENING TRANSCRIPT

Regular working hours, or “standard hours of work”, are 8 hours a day, and 40 hours in a week. An employee who works more than the standard hours must be paid for overtime. For example, an employee who works 9 hours in one day must be paid one hour of overtime. An employee who works 43 hours in a week must be paid 3 hours of overtime.



An example of regular hours:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	8 hours	8 hours	8 hours	8 hours	8 hours	

Employees work when their employers schedule them to work. Employers can ask their employees when they want to work, but they don’t have to. Employers can change work schedules at any time. For example, they can close their business, or change the hours that their business is open.



Employers control schedules within standard hours of work. Sometimes an employee can change shifts with another person or change the schedule. But the changes must be discussed with the employer first. If the employer allows the employee’s hours to be changed and the employee works overtime as a result, they must be paid for overtime.

An employer can send an employee home early, or ask them to work more hours. But employees scheduled to work **more** than three hours and are sent home before the end of their shift, must be paid for the hours that they have worked, or for three hours, whichever is more. If the scheduled shift is **less** than three hours, the employee is paid for the time worked or the length of the scheduled shift, whichever is more.

HOURS OF WORK & BREAKS (Continued...)

Employees who work more than 5 hours must get a ½ hour unpaid break. Some employers choose to pay for the break, but do not have to. Employees can leave the workplace during their break. Employees do not have to give employees a coffee break, but many do.



Employers have to give employees at least one day off from work each week. Employees can decide that they want to work without a day of rest. The employee is not paid for the day of rest.

The day of rest does not have to be on the same day every week.

This is an example of a work schedule for an employee who works 40 hours a week, with one day off each week:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8 hours	6 hours	5 hours	<b>DAY OFF</b>	5 hours	8 hours	8 hours
5 hours	8 hours	8 hours	8 hours	6 hours	5 hours	<b>DAY OFF</b>
8 hours	6 hours	5 hours	5 hours	<b>DAY OFF</b>	8 hours	8 hours
<b>DAY OFF</b>	5 hours	8 hours	8 hours	8 hours	6 hours	5 hours

COMPREHENSION QUESTIONS

1. Regular (standard) working hours are 7 hours a day.

- (a) True
- (b) False

2. Regular (standard) working hours in a week are 43 hours.

- (a) True
- (b) False

3. Employers control the schedule.

- (a) True
- (b) False

4. Employers can change the hours that their business is open.

- (a) True
- (b) False

5. Some workplaces allow employees to change their shift with another worker.

- (a) True
- (b) False



COMPREHENSION QUESTIONS (Continued...)

6. An employer can send the employee home early, but they have to pay them for their scheduled time, up to 3 hours.

- (a) True
- (b) False

7. Employees have to work 6 hours to receive a half hour break.

- (a) True
- (b) False

8. Employees can leave the workplace during their break.

- (a) True
- (b) False







9. Employers can schedule an employee to work every day for two weeks without a rest.

- (a) True
- (b) False


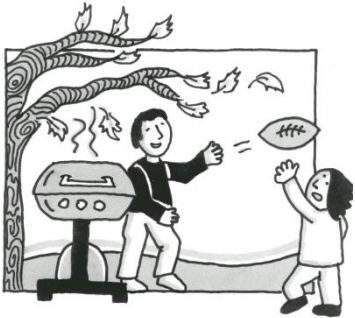


10. An employee can ask the employer to work every day for two weeks without a rest.

- (a) True
- (b) False





GENERAL HOLIDAYS

	<p><b>NEW YEAR'S DAY</b> in Canada is on January 1. It is a general holiday, and it celebrates the beginning of a new year. Most retail businesses cannot be open on this day.</p>
	<p><b>LOUIS RIEL DAY</b> is a new general holiday. It is celebrated on the third Monday of February. It honours the memory of Louis Riel. Louis Riel lived from 1844 to 1885. He was the founder of the province of Manitoba, and the leader of the Métis people.</p>
	<p><b>GOOD FRIDAY</b> is the Friday before Easter Sunday. On this general holiday Christians remember the death of Jesus Christ. Most retail businesses cannot be open on this day.</p>
	<p><b>VICTORIA DAY</b> is celebrated on the third Monday in May. This general holiday honours the memory of Queen Victoria, who lived from 1819 to 1901.</p>

GENERAL HOLIDAYS

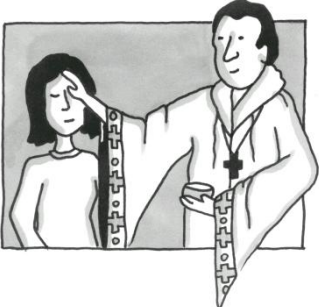



	<p><b>CANADA DAY</b> is on July 1. It is a national general holiday to remember that Canada became a country on July 1, 1867. It is also called “Canada’s birthday”. Most retail businesses cannot be open on this day.</p>
	<p><b>LABOUR DAY</b> is a general holiday on the Monday after the first weekend in September. It is not on May 1, as it is in many other countries. It celebrates the rights of unions to improve the lives of workers. Many Canadians enjoy Labour day as the last long weekend in the summer. Most retail businesses cannot be open on this day.</p>
	<p><b>THANKSGIVING DAY</b> is a general holiday on the second Monday in October. It reminds Canadians to be thankful. Many Canadians spend time with their families and eat turkey and pumpkin pie.</p>
	<p><b>CHRISTMAS DAY</b> is a general holiday on December 25. It celebrates the birth of Jesus Christ. Many Canadians give gifts, decorate their homes, and spend time with their family on Christmas. Most retail businesses cannot be open on this day.</p>

NOT GENERAL HOLIDAYS

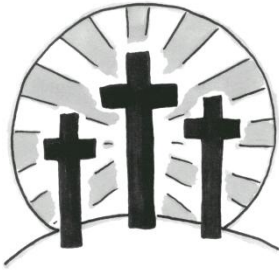
	<p><b>KWANZAA</b> is from December 26 to January 1. It celebrates African American culture. It is not a religious holiday. It was created in 1966 to remember African culture. It is not a general holiday.</p>
	<p><b>ORTHODOX CHRISTMAS</b> is celebrated on January 7<sup>th</sup> by some Eastern Orthodox churches. It is not a general holiday.</p> <p><b>ORTHODOX NEW YEAR'S DAY</b> is celebrated on January 14, because the Orthodox church uses a different calendar. It is not a general holiday.</p>
	<p><b>CHINESE NEW YEAR</b> is a traditional Chinese holiday. It begins on the first day of the first lunar month in the Chinese calendar. It is celebrated by many people who have immigrated to Canada from China, but it is not a general holiday.</p>
	<p><b>ST. VALENTINE'S DAY</b> is on February 14. It is not a general holiday. On this day, people give love notes, flowers and chocolates to show their love.</p>



NOT GENERAL HOLIDAYS (Continued...)

	<p><b>ASH WEDNESDAY</b> is the first day of Lent, 46 days before Easter. Lent is a time of waiting for Easter. On this day, in some churches, priests put ashes on the forehead of each person. It reminds them to be sorry for the things that they have done wrong. It is not a general holiday.</p>
	<p><b>ST. PATRICK'S DAY</b> is on March 17<sup>th</sup>. It celebrates the life of Saint Patrick. Many people believe he died on March 17<sup>th</sup>. It is the national holiday of the Irish people. In Canada it is celebrated by some people, but it is not a general holiday.</p>
	<p><b>PALM SUNDAY</b> is on a different day every year. It is always on the Sunday before Easter. It celebrates the day Jesus came into Jerusalem riding on a donkey. It is not a general holiday.</p>
	<p><b>PASSOVER</b> is celebrated on the 14<sup>th</sup> day of the first month of the Jewish year. On this day, Jewish people remember how the Israelites, who were slaves in Egypt, became free. In Israel, Passover is a 7 day holiday. In Canada it is not a general holiday. Many Jewish people eat special foods and say special prayers on this day.</p>



NOT GENERAL HOLIDAYS (Continued....)

\* **EASTER MONDAY** is the day after Easter Sunday. It is not a general holiday, but it is may be a day off for some work places.

**EASTER SUNDAY** is an important religious day for Christians. It celebrates the resurrection of Jesus. Christians believe Jesus came back to life after he died. The date of Easter is in March or April. The date is chosen by looking at the cycle of the moon. Orthodox Christians celebrate on a different day. It is not a general holiday, however most retail businesses cannot be open on this day.



**CINCO DE MAYO** is a Spanish sentence. It means "5<sup>th</sup> of May" in English. It is celebrated on May 5<sup>th</sup> in Mexico and in parts of the United States with food, music and dancing. In Canada, some Canadians from Mexico celebrate this day, but it is not a general holiday.



**MOTHER'S DAY** is on the second Sunday in May. It is a day honouring mothers. Mothers often receive gifts on this day.



**FATHER'S DAY** is celebrated on the third Sunday in June. It is a day honouring fathers. Fathers often receive gifts on this day.

NOT GENERAL HOLIDAYS (Continued....)

**TERRY FOX DAY** is sometimes treated like a holiday by employers but is not a general holiday. In Manitoba, Terry Fox Day is always on the first Monday in August. The employer can decide whether or not to give employees the day off with pay.



**RAMADAN.** Ramadan is the Islamic month of fasting. During this time, Muslims must not eat or drink when the sun is shining. They can eat or drink when the sun goes down. The fasting lasts for 29 or 30 days. The days in Ramadan are not general holidays.







**ROSH HASHANAH** is the beginning of the Jewish year. There are special foods and prayers during this time. It is usually in September or October, but it changes every year according to the Jewish Calendar. It is not a general holiday.

**YOM KIPPUR** is a holy day 9 days after Rosh Hashanah. Jewish people say sorry for what they have done wrong in the past. They may fast and pray. It is not a general holiday.



**HALLOWEEN** is on October 31. In Canada, children often dress in costumes and go to the doors of people's houses. They ring the doorbell and say "Trick or treat!" and are given candy.

NOT GENERAL HOLIDAYS (Continued....)

	<p><b>ISLAMIC NEW YEAR</b> is based on the Islamic calendar, which has only 354 days. It is celebrated on Muharram 1, which is the first day of the Islamic calendar. It is not a general holiday.</p>
	<p><b>REMEMBRANCE DAY</b> is on November 11<sup>th</sup>. It is to mark the end of World War 1, which ended on November 11<sup>th</sup> in 1918, and to remember the sacrifices made in times of war. It is not a general holiday. Retail stores cannot be open between 9:00 am and 1:00 pm on this day.</p>
	<p><b>HANUKKAH</b> is also called the Festival of Lights. It is an eight day Jewish festival. The Hebrew calendar is used to decide the date of the festival. Each night one candle is lit and a story of the Jewish people is remembered.</p>
	<p><b>BOXING DAY</b> is on December 26. On boxing day many retail stores have big sales. Some shoppers will wait outside for many hours at night waiting for the store to open. It is not a general holiday, but some businesses are not open on this day.</p>

GENERAL HOLIDAY PAY

Whether employees work on a general holiday or not, they are entitled to **general holiday pay**.

If an employee's hours do not change from pay period to pay period, that employee would receive a regular day's pay as general holiday pay. For example, an employee who always works 8 hours every day, 5 days a week, would receive their regular wages for 8 hours as general holiday pay.

If an employee's hours or wages change from pay period to pay period, the **general holiday pay is 5%** of the employee's total wages in the 28 days before the holiday.

Tamaki is paid \$12 per hour at the Fashion Emporium. Here is the gross income that Tamaki made at The Fashion Emporium from the end of November to December. She didn't work any overtime.


Look at the calendar on the following page to answer these questions:

- This is how to calculate the amount of general holiday pay she should receive for Christmas.
  - Count backwards 28 days from December 25<sup>th</sup>. What day is it? \_\_\_\_\_
  - Add the total income earned: \_\_\_\_\_
  - Now multiply this amount \_\_\_\_\_ by 0.05 (5%), which equals = \_\_\_\_\_
- This is how to calculate the amount of general holiday pay she should receive for New Year's Day.
  - Count backwards 28 days from January 1, New Year's Day.  
What day is it? \_\_\_\_\_
  - Add the total income earned in these days: \_\_\_\_\_
  - Multiply this amount \_\_\_\_\_ by 0.05 (5%), which equals = \_\_\_\_\_
- Which general holiday received more holiday pay? \_\_\_\_\_
- Why did this general holiday receive more? \_\_\_\_\_

**6.**

**7. GENERAL HOLIDAY PAY (Continued...)**

8.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				Nov. 27  <b>\$96</b>	Nov. 28  <b>\$96</b>	Nov. 29  X
Nov. 30  X	Dec. 1  <b>\$84</b>	Dec. 2  <b>\$48</b>	Dec. 3  X	Dec. 4  <b>\$24</b>	Dec. 5  <b>\$60</b>	Dec. 6  <b>\$36</b>
Dec. 7  X	Dec. 8  <b>\$60</b>	Dec. 9  <b>\$96</b>	Dec. 10  X	Dec. 11  <b>\$72</b>	Dec. 12  <b>\$72</b>	Dec. 13  <b>\$36</b>
Dec. 14  <b>\$24</b>	Dec. 15  <b>\$60</b>	Dec. 16  <b>\$60</b>	Dec. 17  <b>\$60</b>	Dec. 18  <b>\$84</b>	Dec. 19  <b>\$72</b>	Dec. 20  X
Dec. 21  X	Dec. 22  <b>\$84</b>	Dec. 23  <b>\$60</b>	Dec. 24  X	Dec. 25  GENERAL HOLIDAY	Dec. 26  X	Dec. 27  X
Dec. 28  X	Dec. 29  X	Dec. 30  X	Dec. 31 <sup>st</sup>  X	Jan. 1  GENERAL HOLIDAY	Jan. 2	Jan. 3

### VACATION TIME & PAY



An employee starts earning vacation pay on their first day of work. For the first 5 years, the minimum **vacation pay is 4%** of the money that the employee earns. After completing their first year with the same employer, the employee can take 2 weeks of vacation each year. After 5 years, employees are entitled to a minimum of 6% vacation pay of the money they earn, and the employee can take 3 weeks of vacation each

year.

You should check your pay cheque & pay stub to see how your employer is paying you for your vacations.

Employers have two choices.

1. They can pay employees their vacation pay on every cheque. Employees then have to save their own money for their vacation.
2. They can pay employees their vacation pay when they take vacation.

Discuss with your partner:

If you have had a job in Manitoba, tell your partner how your vacation was paid. Was it on every pay cheque or paid when you were on vacation? If you haven't had a job in Manitoba, discuss which you prefer:

1. To get your vacation pay on every pay cheque and save for your vacation on your own.
2. To receive vacation pay only when you take your vacation.

VACATION TIME & PAY (Continued...)

Read and answer the questions:

1. Xie Ping has worked for Computronix for 1 year and 2 months. He has not received any vacation pay on his pay cheques. His pay for his first year was \$20,000. How much vacation pay will he get when he goes on his two week vacation?



Answer: \_\_\_\_\_

2. Kashif has worked for Computronix for 6 years and 5 months. He has not received any vacation pay on his cheques. His pay for his 6<sup>th</sup> year was \$30,000. How much vacation pay will he get when he goes on his 3 week vacation?

Answer: \_\_\_\_\_

3. Jung Nam has worked for Edward's Deli for 2 years and 4 months. Her hours of work are always different. She gets two weeks of vacation without pay, because she receives her holiday pay on every pay cheque. She had earned \$1,000 for the first two weeks of September, before the vacation pay was added. How much money did she receive for vacation pay in that pay period?

Answer: \_\_\_\_\_