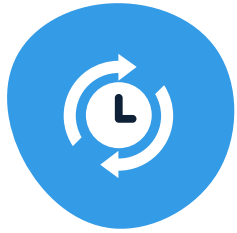




Bill C-86 Compliance

A checklist for HR





Breaks and Rest

- Provide a minimum 30-minute unpaid break for every 5 consecutive working hours
- Provide unpaid break periods for medical reasons, nursing or pumping breast milk
- Give employees at least 8 consecutive hours of rest between shifts



Termination

- Give redundant employees part of a group termination at least eight weeks' notice of termination
- For employees with more than 3 months of service, give 2 to 8 weeks notice, 2 to 8 weeks' pay in lieu of of notice or a combination
- Refer unjust dismissal complaints to the Canada Industrial Relations Board, not an adjudicator



Shift Notice

- Provide employees 96 hours' notice of work schedules (in writing). They can refuse the shift if this notice isn't given.
- This doesn't apply in an emergency, if a collective agreement provides an alternate time frame or if the employee requested the change.





Leave

- ❑ Offer leave (holiday, parental, etc.) to every employee regardless of length of service
- ❑ Provide at least 2 weeks' vacation with 4 per cent pay to employees with 1 year of service, 3 weeks and 5 per cent for 5+ years and 4 weeks and 8 per cent for 10+ years
- ❑ Offer at least 5 days of personal leave (first 3 days paid) for illness, caring for family, etc. to employees with 3 months' service
- ❑ Pay employees for the first 5 days of up to 10 days of leave when they are the victims of family violence
- ❑ Allow employees to take unlimited unpaid leave to perform duties as a court witness or juror or to participate in jury selection
- ❑ Allow employees to take 17 weeks of medical leave for personal illness or injury including organ and tissue donation and attending medical appointments during work hours



Pay Equity

- ❑ Establish a pay equity plan (federally regulated private sector employers)
- ❑ Create a pay equity committee (employers with 100+ employees or 10-99 employees who are unionized)
- ❑ Ensure you pay employees the same amount for doing the same work, regardless of employment status (i.e. full-time, part-time, temporary)



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