

HOURS OF WORK & BREAKS READING/LISTENING TRANSCRIPT

Regular working hours are eight hours a day and 40 hours in a week. An employee who works more than the regular working hours must be paid for overtime. For example, an employee who works nine hours on one day must be paid one hour of overtime. An employee who works 43 hours in a month must be paid three 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. Sometimes employees can change shifts with another person or change the schedule. But the changes must be discussed with the employer first. If the employee's hours are changed by the employer 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 must be paid for their scheduled time or three hours, whichever is less, once they have reported for work.

HOURS OF WORK & BREAKS (Continued...)

Employees who work five hours must have a half hour unpaid break. Some employers choose to pay for the break. Employees can leave the workplace during their break. Employers do not have to give employees a coffee break, but many do.



Employers have to give employees a 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 40-hour-a-week work schedule with one day off a week:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8 hours	6 hours	5 hours	DAY OFF	5 hours	8 hours	8 hours
5 hours	8 hours	8 hours	8 hours	6 hours	5 hours	DAY OFF
8 hours	6 hours	5 hours	5 hours	DAY OFF	8 hours	8 hours
DAY OFF	5 hours	8 hours	8 hours	8 hours	6 hours	5 hours

COMPREHENSION QUESTIONS

1. Regular working hours are seven hours a day.

- (a) True
- (b) False

2. Regular working hours in a month 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 three hours.

- (a) True
- (b) False

7. Employees have to work six 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

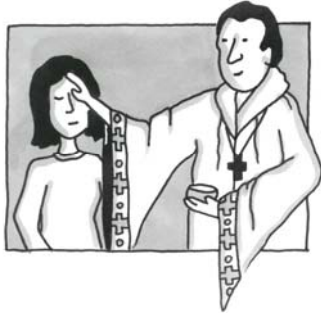
	<p>NEW YEAR'S DAY in Canada is on January 1. It is a general holiday, and it celebrates the beginning of a new year. Most retail businesses cannot be open on this day.</p>
	<p>LOUIS RIEL DAY is Manitoba's newest general holiday. It is celebrated on the third Monday of February. It honours the memory 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>GOOD FRIDAY 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>VICTORIA DAY 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>CANADA DAY 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>LABOUR DAY 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>THANKSGIVING DAY is a general holiday on the second Monday of October. It reminds Canadians to be thankful. Many Canadians spend time with their families and eat turkey and pumpkin pie.</p>
	<p>CHRISTMAS DAY 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>KWANZAA 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>ORTHODOX CHRISTMAS is celebrated on January 6 by some Eastern Orthodox churches. It is not a general holiday.</p> <p>ORTHODOX NEW YEAR'S DAY is celebrated on January 14, because the Orthodox church uses a different calendar. It is not a general holiday.</p>
	<p>CHINESE NEW YEAR is the most important 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>ST. VALENTINE'S DAY 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...)

ASH WEDNESDAY 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.



ST. PATRICK'S DAY is on March 17. It celebrates the life of Saint Patrick. Many people believe he died on March 17. It is the national holiday of the Irish people. In Canada it is celebrated by some people, but it is not a general holiday.







PALM SUNDAY 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.







PASSOVER is celebrated on the 14th 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 seven-day holiday. In Canada it is not a general holiday. Many Jewish people eat special foods and say special prayers on this day.





NOT GENERAL HOLIDAYS (Continued....)

 <p>* EASTER MONDAY is the day after Easter Sunday. It is not a general holiday, but it may be a day off for some work places.</p>	<p>EASTER SUNDAY is the most important religious day for Christians. It celebrates the resurrection of Jesus. Christians believe Jesus came 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. Most retail businesses cannot be open on this day.</p>
	<p>CINCO DE MAYO is a Spanish sentence. It means “fifth of May” in English. It is celebrated on May 5 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.</p>
	<p>MOTHER'S DAY is on the second Sunday in May. It is a day honouring mothers. Mothers often receive gifts on this day.</p>
	<p>FATHER'S DAY is celebrated on the third Sunday in June. It is a day honouring fathers. Fathers often receive gifts on this day.</p>

NOT GENERAL HOLIDAYS (Continued....)

	<p>CIVIC HOLIDAY is a day that is often declared a holiday by the government. In Manitoba, the civic holiday is always on the first Monday in August. The employer can decide to give his/her employee the day off with pay. It is not a general holiday.</p>
	<p>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.</p>
	<p>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 nine 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</p>
	<p>HALLOWEEN is on October 31. In Canada, children often dress in costumes and go from door to door. They ring each doorbell, say "Trick or treat!" and collect candy in a pillow case or other container.</p>

NOT GENERAL HOLIDAYS (Continued....)

	<p>ISLAMIC NEW YEAR 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>REMEMBRANCE DAY is on November 11. It is to remember that World War 1 ended on November 11th in 1918. In Canada, Remembrance Day is a holiday for federal government employees. It is not a general holiday. Retail stores cannot be open between 9:00 am and 1:00 pm on this day.</p>
	<p>HANUKKAH 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>BOXING DAY is on December 26. On Boxing Day many retail stores have big sales. Some shoppers will line up outside for many hours at night waiting for the store to open. It is not a general holiday, but some employers don't make their employees work on this day.</p>

GENERAL HOLIDAY PAY



When 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 \$10 an hour at the Fashion Emporium. The gross income that Tamaki made at The Fashion Emporium from the end of November to December is listed on page 33. She did not work any overtime.

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


1. This is how to calculate the amount of general holiday pay Tamaki should receive for Christmas.
 - (a) Count backwards 28 days from December 25th. What day is it? _____
 - (b) Add the total income earned: _____
 - (c) Now multiply this amount _____ by 0.05, which equals = _____

2. This is how to calculate the amount of general holiday pay she should receive for New Year’s Day.
 - (a) Count backwards 28 days from January 1, New Year’s Day.
What day is it? _____
 - (b) Add the total income earned in these days: _____
 - (c) Multiply this amount _____ by 0.05, which equals = _____

3. On wWhich general holiday did Tamaki receive more holiday pay? _____

4. Why did she receive more on this general holiday? _____

GENERAL HOLIDAY PAY (Continued...)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				Nov. 27 \$80	Nov. 28 \$80	Nov. 29 X
Nov. 30 X	Dec. 1 \$70	Dec. 2 \$40	Dec. 3 X	Dec. 4 \$20	Dec. 5 \$50	Dec. 6 \$30
Dec. 7 X	Dec. 8 \$50	Dec. 9 \$80	Dec. 10 X	Dec. 11 \$60	Dec. 12 \$60	Dec. 13 \$30
Dec. 14 \$20	Dec. 15 \$50	Dec. 16 \$50	Dec. 17 \$50	Dec. 18 \$70	Dec. 19 \$60	Dec. 20 X
Dec. 21 X	Dec. 22 \$70	Dec. 23 \$50	Dec. 24 X	Dec. 25 GENERAL HOLIDAY	Dec. 26 X	Dec. 27 X
Dec. 28 X	Dec. 29 X	Dec. 30 X	Dec. 31 X	Jan. 1 GENERAL HOLIDAY	Jan. 2	Jan. 3

VACATION TIME & PAY



An employee earns vacation pay on every pay cheque. For the first five years, **vacation pay is 4%** (two weeks) of the money that the employee earns. After five years, vacation pay is 6% (three weeks) of the money that the employee earns.

You should always check your pay cheque to see how your employer is paying you.

Employers have two choices.

1. They can give the employee the vacation pay on every pay cheque. The employee has to save their own money for their vacation.
2. They don't give the employee the vacation pay on every pay cheque. When the employee is on vacation, they get paid.

Discuss with your partner:

If you have had a job in Canada, tell your partner how your vacation was paid. Was it on every pay cheque or saved for you? If you haven't had a job in Canada, 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 one year and two 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 six years and five months. He has not received any vacation pay on his pay cheques. His pay for his sixth year was \$30 000. How much vacation pay will he get when he goes on his three-week vacation?

Answer: _____

3. Jung Nam has worked for Edward's Deli for two years and four 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. Her pay cheque for the first two weeks of September was \$1000 before the vacation pay was added. How much money did she receive for vacation pay on that pay cheque?

Answer: _____