

# Manitoba Employment Standards Basics

What You Need to Know 2022 Edition

## Paying Wages

Employees must be paid at least twice a month, and within 10 working days of the end of a pay period.

## Hours of Work and Overtime

Standard hours of work are 40 hours per week and 8 hours per day. Employees are paid overtime if they exceed these hours. Overtime is paid at 1½ times the regular wage rate.

Employees are entitled to an unpaid 30 minute break after 5 consecutive hours of work. Employers can provide additional breaks if they choose to do so.

## General Holidays

Public holidays are often referred to as statutory holidays. These holidays are recognized by law.

If an employee works, they are paid 1½ times their regular wage rate.

If an employee does not work, they are paid their regular wage.

If an employee does not work whose hours of work vary, their pay is calculated at 5% of the gross wages in the 4 week period immediately before the holiday.

Statutory holidays in Manitoba are:

- New Year's Day
- Louis Riel Day
- Good Friday
- Victoria Day
- Canada Day
- Labour Day
- Thanksgiving Day
- Christmas Day

Easter Sunday, Terry Fox Day, Day of Truth and Reconciliation, and Boxing Day are not statutory holidays and are not required to be paid as such.

Remembrance Day is not a statutory holiday, though there are special requirements for paying employees who work at 1½ times their regular wage rate per the Remembrance Day Act.

## Vacation Time and Pay

Employees are entitled to 2 weeks of vacation for their first 4 consecutive years of employment. It is paid at 4% of their gross wages.

Employees are entitled to 3 weeks of vacation for additional consecutive years worked. It is paid at 6% of their gross wages.

Employers can choose to pay out vacation pay on every pay cheque or choose to pay it out at the time of the vacation leave.

## Leaves of Absence

Leaves of absence allow employees to deal with certain events in their lives without risking the loss of their job.

Each leave has different reasons for being on leave, notice periods, and the length of time that the employee can take leave for.

## Termination Notice and Pay

Employers must give employees advance written notice of termination or pay wages in lieu of providing a notice period.

One week notice is provided to employees who have worked at least 30 days but haven't reached one year.

Two weeks' notice is provided for employees who have worked at least one year.

Employers must pay employees within 10 working days from the date of termination.

The following Employment Standards Fact Sheets were referenced for this document:

- Paying Wages and Keeping Records
- Hours of Work and Breaks
- Overtime
- General Holidays
- Leave of Absence
- Vacations and Vacation Pay
- Termination of Employment
- Just Cause

To review them and for additional information visit:  
[www.manitoba.ca/labour/standards](http://www.manitoba.ca/labour/standards)