

PAYROLL OUTLINE

- Pine Bungalows acknowledges the following statutory holidays:
 - - May Victoria Day
 - July 1 Canada Day
 - September Labour Day
 - October Thanksgiving Day
 - **** Heritage Day in August is a civic holiday, not a statutory holiday**

Please note that in accordance with Alberta Employment Standards, you must work on the statutory holiday in order to receive the holiday pay. If it is your regular scheduled day off, you will be paid your regular hours as well as have the day off. Staff must also have worked at Pine Bungalows for **30 working days prior to the statutory holiday** to become eligible for the holiday pay.

Pine Bungalows does not pay overtime unless directed by the manager.

Summer holidays are not available as this is our busy time of year. If extended days off are required, a written request must be submitted to the Office Administrator and then to the General Manager for approval.

When filling out your Personal Information form, please put a permanent mailing address for your T4's to be mailed. (parent's address) Please do not put a Jasper address unless it is a permanent address.

- All employees are entitled to 1/2 hour unpaid break after 5 hours of consecutive work. Lunch break is at 12:30 pm – 1 pm.
- Employees are entitled to 1-2 days off each week.
- 4% vacation pay is paid on your monthly pay check.
- Due to seasonal employment, extra time off is very limited (see Office Administrator for specific requests)

PAYROLL is by DIRECT DEPOSIT into your bank account on the 30th of each month. (payroll period cut off is the 24th of each month)

An ADVANCE is provided by written check on the 10th of each month in a designated amount. The advance is deducted from the end of month payment as well as rent and utilities if applicable.