



November 29, 2016

IMPORTANT NOTICE
SASKATCHEWAN (IBB LOCAL 555)
LAY-OFF STANDARDS IN SASKATCHEWAN

Please note that when laying off workers in the province of Saskatchewan, the standards in *The Saskatchewan Employment Act* **must apply**. The Collective Agreement that Local 555 bargained does not override the standards as set forth in *The Saskatchewan Employment Act* when laying-off workers.

The rules for written notice are as follows according to *The Saskatchewan Employment Act*:

Employee's Period of Employment	Minimum Period of Written Notice
More than 13 consecutive weeks, but one year or less	One week
More than one year but three years or less	Two weeks
More than three years but five years or less	Four weeks
More than five years but 10 years or less	Six weeks
More than 10 years	Eight weeks

Please find attached an excerpt from *The Saskatchewan Employment Act* (Subdivision 12 - Layoff and Termination) outlining these standards.

Please ensure you are using the standards as set forth in *The Saskatchewan Employment Act* when laying off workers.

PLEASE ENSURE YOUR HUMAN RESOURCES DEPARTMENT IS NOTIFIED

Subdivision 12
Layoff and Termination

Notice required

2-60(1) Except for just cause, no employer shall lay off or terminate the employment of an employee who has been in the employer's service for more than 13 consecutive weeks without giving that employee written notice for a period that is not less than the period set out in the following Table:

Table

Employee's Period of Employment	Minimum Period of Written Notice
more than 13 consecutive weeks but one year or less	one week
more than one year but three years or less	two weeks
more than three years but five years or less	four weeks
more than five years but 10 years or less	six weeks
more than 10 years	eight weeks

(2) In subsection (1), "**period of employment**" means any period of employment that is not interrupted by more than 14 consecutive days.

(3) For the purposes of subsection (2), being on vacation, an employment leave or a leave granted by an employer is not considered an interruption in employment.

(4) After giving notice of layoff or termination to an employee of the length required pursuant to subsection (1), the employer shall not require an employee to take vacation leave as part of the notice period required pursuant to subsection (1).