



CLEO

Community Legal Education Ontario
Éducation juridique communautaire Ontario

HOLIDAY PAY

CANADIAN LANGUAGE BENCHMARK 1/2

This activity kit, designed to teach newcomers to Ontario in Adult ESL and LINC classes about their legal rights and responsibilities, includes:

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Visit cleoconnect.ca to download these pages and to find other legal information.



Visit stepstojustice.ca for step-by-step information about common legal problems, including

HOLIDAY PAY

INTRODUCTORY NOTES

Context outcomes Understand the rules about holidays and holiday pay.

CLB outcomes

-  Get information from very basic texts.
-  Express and respond to a number of requests.

Activities Public holidays

Monday is a holiday!

When is the holiday?

Working on holidays

Samira's story

Min's pay stub

Free companion resource
Your rights at work

The information in this activity kit is based on the CLEO publication called *Your rights at work*. Read the publication before using the activity kit, and keep it on hand for reference as you guide learners through the activities. You can find it on CLEO's website at www.cleo.on.ca. To order free copies for your class, you can use the online order form.

 **Please take note**

Ontario's *Employment Standards Act (ESA)* is a law that outlines the rights of employees and the responsibilities of employers. The *ESA* sets minimum standards for working conditions. Many employers offer better.

The information in these activities applies to most but not all workers. Not all jobs are covered by the *ESA*, and in some cases only parts of the *ESA* apply. Some industries, such as banks, airlines, trucking, and broadcasting, are regulated by the federal government.

Immigration status does not matter. You do not need to be a Canadian citizen, permanent resident, or holder of a work permit to be covered by the *ESA*.

The information in these activities is not a substitute for legal advice. Every situation is different so learners with concerns should get legal help. They can contact their local community legal clinic. To find the nearest community legal clinic, go to Legal Aid Ontario's website at legalaid.on.ca/legal-clinics or call Legal Aid Ontario toll-free at 1-800-668-8258.

Public holidays

A. Read the information.

What is a public holiday?

On a public holiday, most workers don't go to work.
They have the day off with pay.

Ontario has many public holidays.
Check the holidays you know.

- New Year's Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- Labour Day
- Thanksgiving Day
- Christmas Day
- Boxing Day

How many public holidays are there in Ontario? _____

B. Comprehension: Please circle Yes or No.

- | | | |
|---------------------------------------|-----|----|
| 1. A holiday is a day off. | Yes | No |
| 2. Most workers work on holidays. | Yes | No |
| 3. Canada Day is a holiday. | Yes | No |
| 4. Thanksgiving Day is not a holiday. | Yes | No |
| 5. Ontario has ten public holidays. | Yes | No |

Monday is a holiday!

A. Read the conversation.

Blen: Monday is a holiday.

Diego: What is the holiday?

Blen: It is Thanksgiving Day.

Diego: Do we have the day off?

Blen: Yes. We have the day off with pay.

Diego: That's great!

B. Copy the missing words.

Blen: Monday _____ a holiday.

Diego: What _____ the holiday?

Blen: It _____ Thanksgiving Day.

Diego: Do we _____ the day off?

Blen: Yes. We _____ the day off with pay.

Diego: That _____ great!

C. Choose a public holiday. Complete the conversation.

Blen: _____ is a holiday.

Diego: What is the holiday?

Blen: It is _____.

Diego: Do we have the day off?

Blen: Yes. We have the day off with pay.

Diego: That's great!

D. Practise the conversations with a partner.

When is the holiday?

A. Write the months in the spaces.

1. New Year's Day is in _____.
2. Family Day is in _____.
3. Good Friday is in _____ or _____.
4. Victoria Day is in _____.
5. Canada Day is in _____.
6. Labour Day is in _____.
7. Thanksgiving Day is in _____.
8. Christmas Day is in _____.
9. Boxing Day is in _____.

B. Read the information from Diego's pay stub. Answer the questions.

1. What is the pay period? _____
2. What holiday did Diego have? _____

Name:	Diego Romero	
Pay period:	June 24 to July 7, 2018	
Rate of pay:	\$14.00 an hour	
	Hours	Wages
Regular hours	72	\$1,008.00
Holiday	<u>8</u>	<u>\$112.00</u>
Total hours	80	
Total wages		\$1,120.00

Working on holidays

Some workers must work on holidays. Can you think of examples?

Write 2 examples here:

Share your examples with others in the class.

A. Read the conversation between Aster and her boss.

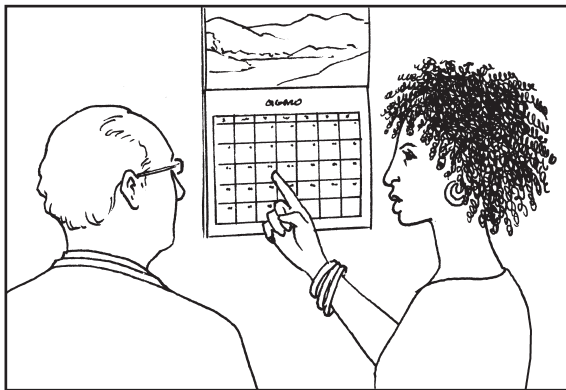
Aster's boss: Can you work on Thanksgiving Day?

Aster: Yes.

Aster's boss: OK. When do you want your holiday?

Aster: Can I have Tuesday off?

Aster's boss: Sure. Please sign here.



Aster works in a restaurant. She works on Thanksgiving Day. She signs an agreement with her boss. She has Tuesday off with pay.

B. Practise the conversation with another student.

C. Write a conversation about a holiday between a worker and a boss.

Samira's story

A. Read the words.

Write the correct word on the line.

Match the pictures and the sentences.

boss	legal	pay	talks
------	-------	-----	-------



a. Samira _____ to her co-worker.



b. Samira calls a community _____ clinic.



c. Samira reads her _____ stub.



d. Samira talks to her _____.

Samira's story

B. Read the story and answer the questions.



1. Samira reads her pay stub.

What is the problem? _____

2. Samira talks to her co-worker.

What do you think she says? _____

What do you think her co-worker says? _____

3. Samira talks to her boss.

What do you think she says? _____

What do you think her boss says? _____

4. Samira makes a phone call.

Who do you think she calls? _____

What do you think she says? _____

Min's pay stub

A. Read the information from Min's pay stub.

Name:	Min Su	
Pay period:	June 24 to July 7, 2018	
Rate of pay:	\$14.00 an hour	
	Hours	Wages
Regular hours	72	\$1,008.00
Holiday	<u>8</u>	\$112.00
Vacation pay (4% of wages)		<u>\$44.80</u>
Total hours	80	
Total wages		\$1,164.80

B. Comprehension: Fill in the blanks.

1. Min's last name is _____.
2. The _____ period is June 24 to July 7, 2018.
3. Min's _____ pay is \$112.00.
4. Min's vacation pay is \$_____. This is _____% of her wages.
5. Min's total _____ are 80.
6. Min's total _____ are \$1,164.80.

C. Discuss these questions.

1. Why did Min get holiday pay?
2. What is the difference between holiday pay and vacation pay?

TEACHING NOTES

Curriculum connections

LINC/Adult ESL:

Theme: Employment
Topic: Working in Canada

Theme: Canadian Law
Topic: Employment Law

Theme: Community & Government Services
Topic: Counselling & Advocacy

Theme: Canadian Culture
Topic: Celebrations

Vocabulary

employer, worker, holidays, day off, public, holiday pay, wages, regular, total, pay period, rate of pay, pay stub, vacation pay, names of holidays, get, work, sign, want, can, must

Public holidays (page 2)

You may wish to prepare a list of public holidays on chart paper in advance.

Elicit the holidays and celebrations with which learners are familiar. Make a list on the board.

Hand out **Public holidays** and compare the list on the handout with the list on the board. Explain that some holidays are public holidays. Discuss what learners know about these holidays. Please note that while some workers may get the Civic Holiday, celebrated on the first Monday in August, as a day off with pay, it is not a public holiday under the *Employment Standards Act*.

If you have access to a large calendar, or copies of a calendar you can distribute, you can ask learners to find the holidays on the calendar. Alternatively, you can dictate the dates of the holidays one at a time. See the chart on page 13. You may want to hand this chart out to more advanced learners.

Learners can work in pairs or small groups to find the date on their calendar and guess which holiday is on that day, then mark it on their calendar. They can cut up the “holiday squares” on page 14 and place them on the dates. Note: Dates that change each year are marked with * on the chart. Unless your calendar indicates the dates of full moons, you will need to research the date of Good Friday for your particular year.

Answers:

- B. 1. Yes 2. No 3. Yes 4. No
5. No. Ontario has nine public holidays.

Monday is a holiday!
(page 3)

You can write these conversations on the board instead of using a handout. Learners practise the conversation in pairs. Activity B highlights the verbs “be” and “have”. You can also ask learners to change the full form of “is” to the contracted form.

Activity C gives an opportunity to practise pronunciation of the holidays. Learners can present their conversations to the class. Those listening can use a calendar to check the accuracy of the choice of day.

When is the holiday?
(page 4)

This can be done as a writing activity or as a listening activity, in which you dictate the sentence and learners write the answers. Learners can copy the months from a list. More advanced learners can try to write them from memory.

You can design your own listening activity to draw attention to the various components of the pay stub. Suggested listening activity: Circle Diego’s rate of pay. Underline his regular hours. Put a check mark beside his holiday hours. Put an x beside the total number of hours Diego worked.

More advanced learners can work with a partner, asking and answering questions about the pay stub.

Note: See also page 8 for an example of part of a pay stub that includes vacation pay. For an explanation of vacation pay, see the activity **Vacation pay** in the ESL activity kit *Laws about pay CLB 2*.

Answers:

- A.
 1. *January*
 2. *February*
 3. *March or April*
 4. *May*
 5. *July*
 6. *September*
 7. *October*
 8. *December*
 9. *December*
- B.
 1. *June 24 to July 7, 2018*
 2. *Canada Day*

Working on holidays (page 5)

Brainstorm examples of workers who may need to work on holidays (medical jobs, workers in restaurants, emergency workers). You can write the words on the board and learners can copy them.

Learners can read and practise the conversation in pairs. They can use the conversation as a model when they write their own conversation, substituting a different holiday and day off. More advanced learners can write a conversation that involves more negotiation between the worker and the boss.

Samira's story (pages 6-7)

If you have access to a projector, you could project this story, cover the text, and elicit vocabulary as well as the basic story line. You can show the pictures one by one and ask questions about what is happening and what learners think will happen next. You may prefer to start by cutting the picture story into segments and giving it to pairs or small groups of learners to put in order.

Learners can fold Activity A so that they can only see the pictures, then unfold the page to complete the activities. You may wish to remove the vocabulary prompts to make this activity more challenging for more advanced learners.

Activity B: Learners can listen while you read. They can repeat line by line and stop to answer the questions as a class. More advanced learners can read the text and answer questions in pairs or small groups. Writing answers to the questions is optional. Questions can be answered in phrases or complete sentences, depending on level. Possible answers are provided below.

Extension: As a class, you can write conversations to accompany the pictures, or more advanced learners can work in groups of three to write their own conversations.

Answers:

- A. a. talks b. legal c. pay d. boss
 1. c 2. a 3. d 4. b

- B. 1. *She wasn't paid for the July 1 holiday.*
 2. *(possible answers)*

Samira: Did you get holiday pay for July 1? / Do we get paid for holidays?

Co-worker: Yes, I did. / No I didn't. Did you? / I don't know. I don't think we get paid for holidays. Talk to the boss.

Samira: No, I didn't. / That's not fair. I'm going to talk to the boss.

3. (possible answers):

Samira: I think there's a mistake on my pay stub. / I didn't get paid for the July 1 holiday.

Boss: You got the day off. Why should you get paid? / I'm sorry, we don't pay for holidays.

4. (possible answers)

Samira could be calling almost anyone – a friend or co-worker, a community legal clinic or a lawyer, or the Ministry of Labour.

I didn't get paid for the July 1 holiday. What should I do? / What can I do? / Is there anything I can do?

Min's pay stub (page 8)

This pay stub includes vacation pay. For an explanation of vacation pay, see the activity **Vacation pay** in the ESL activity kit *Laws about pay CLB 2*.

You can design a listening activity to draw attention to the various components of the pay stub. Suggested listening activity: Circle Min's rate of pay. Underline Min's regular wages. Put a check mark beside Min's holiday pay. Put an x beside Min's vacation pay.

Answers:

- | | | | |
|----|----------------------|-----------------|-------------------|
| B. | 1. <i>Su</i> | 2. <i>pay</i> | 3. <i>holiday</i> |
| | 4. <i>\$44.80, 4</i> | 5. <i>hours</i> | 6. <i>wages</i> |

CLEO's **Steps to Justice** is a website that gives step-by-step information about common legal problems, including employment law issues. Steps to Justice has practical tools like forms and checklists, and referral information for legal and social services. Visit stepstojustice.ca and see the information in the Employment and Work section.

Public Holiday	When is it?	Date
New Year's Day	It is January 1.	January 1
* Family Day	It is the third Monday in February.	
* Good Friday	It is the Friday before Easter.	
* Victoria Day	It is the Monday before May 25.	
Canada Day	It is July 1.	July 1
* Labour Day	It is the first Monday in September.	
* Thanksgiving Day	It is the second Monday in October.	
Christmas Day	It is December 25.	December 25
Boxing Day	It is December 26.	December 26

* The date of this holiday changes each year.

New Year's Day	Family Day	Good Friday
Victoria Day	Canada Day	Labour Day
Thanksgiving Day	Christmas Day	Boxing Day

New Year's Day	Family Day	Good Friday
Victoria Day	Canada Day	Labour Day
Thanksgiving Day	Christmas Day	Boxing Day

New Year's Day	Family Day	Good Friday
Victoria Day	Canada Day	Labour Day
Thanksgiving Day	Christmas Day	Boxing Day