

CHAPTER L-1
The Labour Standards Act (section 70)

Employer to keep record of wages, hours worked, etc.

70(1) Every employer shall at all times keep readily available for inspection by the minister or his duly authorized representative, in each place of business operated by him in the province or in connection with which any employee is employed or in such other place or places as are approved by the minister, true and correct records showing particulars of every unwritten contract and a copy of every written contract or other document dealing with wages or other monetary benefits to which any employee is entitled and, in respect of each of his employees or the employment of each of his employees:

- (a) the full name, sex, date of birth and residential address of the employee;
- (b) the name or a brief description of the job or position of the employee;
- (c) the rate of wages expressed in terms of wages per hour, week or month of the employee for the time that the employee may be required or permitted to work or to be at the disposal of the employer without the employer being required to pay the employee additional wages under Part 1;
- (d) the total wages paid to the employee for each week or other pay period;
- (e) the time when the employee's work begins and ends each day and the time when any interval for meals allowed to the employee each day begins and ends;
- (f) the total number of hours worked by the employee each day and each week as well as the total number of hours each day and each week that the employee is required to be at the disposal of the employer;
- (g) every deduction made from the wages of the employee for any purpose whatever and the purpose for which each deduction was made;
- (h) the date of each payment of wages to the employee;
- (i) the date of commencement of the employee's employment, and the date of termination where applicable;
- (j) the date upon which the employee becomes entitled to each annual holiday;
- (k) the dates on which each annual holiday is taken by the employee;
- (l) the amount paid to the employee in respect of each annual holiday to which the employee is entitled and the date of payment;
- (m) the amount paid to the employee upon the termination of the employment of the employee and the date of payment; and
- (n) such other particulars as the minister may prescribe.

(1.1) Without limiting the generality of subsection (1), an employer shall keep a register of every employee whose work is ordinarily performed at home, setting out the address where that work is performed and the portion of the labour or services performed by the employee that was performed at home.

(2) The record of each employee that is required by this section shall be retained by the employer for a period of five years following the termination of the employment of the employee.

(3) The employment of an employee by an employer shall be deemed not to have been terminated for the purposes of subsection (2) where the employee is employed again by the employer within six months of the date on which the employment of the employee was terminated.

(4) The records required by this section may be incorporated in any wage record that the employer is required to keep under any other Act.

(5) The minister may prescribe the form in which the records required by this section shall be kept.