



**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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| <u>Introductory notes for instructors</u>                                    | <u>1</u>    |
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# 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

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Monday is a holiday!

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When is the holiday?

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Working on holidays

---

Samira's story

---

Min's pay stub

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**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 web site at [www.cleo.on.ca](http://www.cleo.on.ca). To order free copies for your class, you can use the online order form or call **416-408-4420, extension 33**.

**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. Learners should get legal advice if they have concerns.

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, check Legal Aid Ontario's web site at [www.legalaid.on.ca](http://www.legalaid.on.ca) or phone **1-800-668-8258** (toll-free).

## 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? \_\_\_\_\_

|                     |                          |              |
|---------------------|--------------------------|--------------|
| <b>Name:</b>        | Diego Romero             |              |
| <b>Pay period:</b>  | June 27 to July 10, 2010 |              |
| <b>Rate of pay:</b> | \$10.25 an hour          |              |
|                     | <b>Hours</b>             | <b>Wages</b> |
| Regular hours       | 72                       | \$738        |
| Holiday             | <u>8</u>                 | <u>\$82</u>  |
| Total hours         | 80                       |              |
| <b>Total wages</b>  |                          | <b>\$820</b> |

## Working on holidays

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

Write two examples here:

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Share your examples with others in the class.

### A. Read the conversation between Aster and her boss.

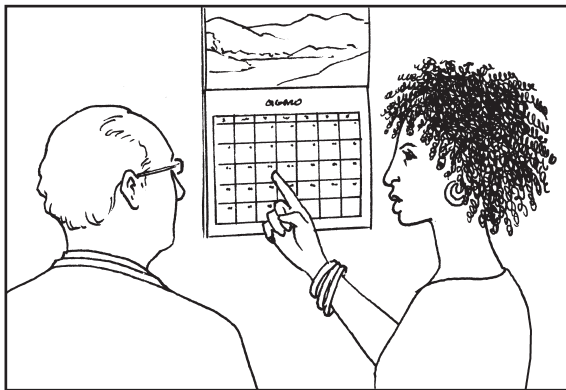
Aster's boss: Can you work on Thanksgiving Day?

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.

|                            |                                 |                 |
|----------------------------|---------------------------------|-----------------|
| <b>Name:</b>               | Min Su                          |                 |
| <b>Pay period:</b>         | August 29 to September 11, 2010 |                 |
| <b>Rate of pay:</b>        | \$10.25 an hour                 |                 |
|                            | <b>Hours</b>                    | <b>Wages</b>    |
| Regular hours              | 72                              | \$738           |
| Holiday                    | <u>8</u>                        | \$82            |
| Vacation pay (4% of wages) |                                 | <u>\$32.80</u>  |
| Total hours                | 80                              |                 |
| <b>Total wages</b>         |                                 | <b>\$852.80</b> |

### B. Comprehension: Fill in the blanks.

1. Min's last name is \_\_\_\_\_.
2. The \_\_\_\_\_ period is August 29 to September 11, 2010.
3. Min's \_\_\_\_\_ pay is \$82.
4. Min's vacation pay is \$\_\_\_\_\_. This is \_\_\_\_\_% of her wages.
5. Min's total \_\_\_\_\_ are 80.
6. Min's total \_\_\_\_\_ are \$852.80.

### 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 which 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 which 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 27 to July 10, 2010*
  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>\$32.80, 4</i> | 5. <i>hours</i> | 6. <i>wages</i>   |

| <b>Public Holiday</b> | <b>When is it?</b>                   | <b>Date</b> |
|-----------------------|--------------------------------------|-------------|
| 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.

|                         |                      |                    |
|-------------------------|----------------------|--------------------|
| <b>New Year's Day</b>   | <b>Family Day</b>    | <b>Good Friday</b> |
| <b>Victoria Day</b>     | <b>Canada Day</b>    | <b>Labour Day</b>  |
| <b>Thanksgiving Day</b> | <b>Christmas Day</b> | <b>Boxing Day</b>  |

|                         |                      |                    |
|-------------------------|----------------------|--------------------|
| <b>New Year's Day</b>   | <b>Family Day</b>    | <b>Good Friday</b> |
| <b>Victoria Day</b>     | <b>Canada Day</b>    | <b>Labour Day</b>  |
| <b>Thanksgiving Day</b> | <b>Christmas Day</b> | <b>Boxing Day</b>  |

|                         |                      |                    |
|-------------------------|----------------------|--------------------|
| <b>New Year's Day</b>   | <b>Family Day</b>    | <b>Good Friday</b> |
| <b>Victoria Day</b>     | <b>Canada Day</b>    | <b>Labour Day</b>  |
| <b>Thanksgiving Day</b> | <b>Christmas Day</b> | <b>Boxing Day</b>  |