



**Article:** VI

**Tab No.:** 6

**Subject:** PAY DAYS

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**Text:**

**ARTICLE VI – PAY DAYS**

- a) The Company shall provide for pay-days every second week.
- b) Each employee shall be furnished with an itemized statement of earnings and monthly deductions.
- c) The Parties agree that the Company shall deduct from an employee's wages and shall remit to the appropriate employee benefit plan, the employee's contribution which is specified in any benefit plan agreed to by the Parties to this collective agreement.

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**Guidelines:**

**ARTICLE VI - PAY DAYS**

The choice of the pay day is at the Company's discretion, but the day chosen as the designated pay day should be the same in each pay period. Employers are advised to provide as much notice as possible if there is going to be a change to the payday.

As it is not specifically provided for in the collective agreement, employees must agree to a direct payroll deposit system prior to implementation.

Part 3 of the *Employment Standards Act* outlines obligations of the employer pertaining to payment of wages.

Section 18 spells out requirements in the event of termination.

- 1) An employer must pay all wages owing to an employee within 48 hours after the employer terminates the employment.
- 2) An employer must pay all wages owing to an employee within 6 days after the employee terminates the employment.



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Sections 21 and 22 outline the rules on deductions and assignment of wages. Guidebooks are available from the Employment Standards Branch, which clearly spells out the obligations of the employer in these matters. In addition, information is available from the Employment Standards Branch, in Prince George at (250) 612-4100 or toll free at 1-833-236-3700. A great deal of useful information can also be found on their website at:

<https://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards>

In general, companies must ensure to have the written authorization of the employee for any voluntary deductions.

Some benefits under the Collective Agreement have employee contributions. These include LTD and Pension Plan. The Company can deduct and remit those contributions to the associated benefit plan. Questions pertaining to LTD/Pension Plan deductions can be directed to the IWA - Forest Industry Pension and Long-Term Disability Plans office at 1 (604) 433-6310 or toll free 1 (800) 663-4384.