

## **Leave for Citizenship Ceremony**

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Leave for a Citizenship Ceremony allows new Canadians to take up to four hours of unpaid leave for the purpose of attending their Canadian citizenship ceremonies

### **Who Qualifies for Leave for a Citizenship Ceremony?**

Employees who have worked for their employer for thirty days, who are absent from work to attend a citizenship ceremony to receive their certificate of citizenship as provided for under the Citizenship Act.

### **How long can an employee be off for a citizenship ceremony?**

Employees may take up to 4 hours of unpaid leave to attend their citizenship ceremony and receive their certificate of citizenship

### **How much notice must an employee give to the employer to take Leave for a Citizenship Ceremony?**

Employees who wish to take Leave for a Citizenship Ceremony must tell their employer at least 14 days before the ceremony.

### **Does the employer need to pay during the leave?**

No, the legislation only requires employers to provide time off and allow employees to return to their job when the leave has ended. Employers are not required to pay wages during the leave. Employers can, and often will, give greater benefits than those provided for in the legislation.

### **Who decides what type of leave an employee is taking?**

Employees must tell their employer what type of leave they are taking. The employer will need enough detail to show the time-off meets the requirements for a statutory leave. If an employee requests time-off without specifying a statutory leave, the employer should ask whether they are advising of a leave under The Employment Standards Code or requesting permission for unpaid time-off. Employers do not control when an employee can take an unpaid leave under The Employment Standards Code, but they do control other types of time-off.

## How long must employees work before they qualify for the leave?

For Family Leave, Bereavement Leave, Leave for Organ Donation, Compassionate Care Leave and Leave for a Citizenship Ceremony , employees must work for the same employer for 30 days to qualify for leave. For Reservist, Maternity and Parental leave, employees must work for the same employer for seven consecutive months to qualify for leave.

***For more information contact the Employment Standards Branch:***

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This is a general overview and the information used is subject to change. For detailed information, please refer to current legislation including The Employment Standards Code and The Worker Recruitment and Protection Act, or contact the Employment Standards Branch to ask for advice.

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