



Growth, Enterprise and Trade

Employment Standards - Labour and Regulatory Services
604-401 York Avenue, Winnipeg, Manitoba, Canada R3C 0P8
T 204-945-3352 /1-800-821-4307 F 204-948-3046
www.manitoba.ca

IN THE MATTER OF: THE EMPLOYMENT STANDARDS CODE

**//ER
File No.:**

BETWEEN:

Employer,

-and-

Employee(s)

1. Pursuant to Section 96(1) of *The Employment Standards Code*, it is hereby determined that wages are due and payable to the above-named employee(s) as follows:
 - (a) wages in the amount of () are owing to the employee(s) named in the attached statement(s) of adjustment;

ORDER

IT IS HEREBY ORDERED that the employer pay forthwith the amount of () being wages owing to the employee(s) named in the attached statement(s) of adjustment and () being an administrative fee for a total owing of ().

Dated at Winnipeg, in the Province of Manitoba, this day of , .

Employment Standards Officer
Employment Standards - Labour and Regulatory Services

NOTES:

- (1) If you dispute this Order, you may, within a period of seven (7) days from the date of delivery or service of the Order, make a written request to the Director of Employment Standards ("Director") to refer this matter to the Manitoba Labour Board for a hearing. That written request must include written reasons for the referral request as well as the required deposit.
- (2) A request for an extension of time to reply to the Order can be made in writing; however, it must be received by the Director within seven (7) days from delivery or service of the Order.
- (3) If you do not comply with this Order, the Director will, pursuant to Section 103(1) of *The Employment Standards Code*, file a copy of the Order in the Queen's Bench where it becomes a judgment of that Queen's Bench in favour of the Director.
- (4) A judgment registered in the Court of Queen's Bench will allow the Director to pursue whatever remedies are available to collect the amount set out in the judgment. These actions may include, but are not limited to, writs of seizure and sale of chattels, attachments of accounts receivable, bank accounts, wages and other similar assets, and the filing of a caveat against real property.
- (5) Pursuant to Section 103(1.1) of *The Employment Standards Code* if the Director utilizes the services of a collection agency you may be liable for the collection fees and disbursements associated with the collection of this Order.
- (6) Failure to comply with this Order may result in prosecutions or other legal steps being initiated.
- (7) Certified cheques, money orders (payable to the "Province of Manitoba Wage Trust Account"), or cash should be forwarded to Employment Standards, Room 604, 401 York Avenue, Winnipeg, Manitoba, R3C 0P8.
- (8) ***An itemized statement of any required statutory deductions (e.g.: Income Tax, Canada Pension Plan, Employment Insurance) made from the wages of an employee should be forwarded with any remittance(s).***

ORDER SENT TO: All parties named in the Order.

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Attachments