

SEND THIS PAGE TO YOUR EMPLOYER REQUEST FOR PAYMENT

(Employer Information)

TO: _____

 (Name 1)

 (Company)

 (Address 1)

 (City 1)

 (Province, Postal Code 1)

 (Contact: phone, mail, email, fax etc. 1)

(Employee Information)

FROM: _____

 (Name 2)

 (Address 2)

 (City 2)

 (Province, Postal Code 2)

 (Contact: phone, mail, email etc. 2)

According to the B.C. *Employment Standards Act*, I believe I am owed the following:

The *Employment Standards Act* allows wages to be collected for the last six months of employment. For people who are still employed, wages can be recovered for the six months prior to the complaint being filed with the Branch. (Use additional pages to provide details of days and hours, etc.)

A. REGULAR WAGES: From _____ To _____

Rate of Pay	Total Unpaid Hours	Wages Owing
\$		= \$

B. OVERTIME WAGES: From _____ To _____

Rate of Pay	Total Unpaid Hours	Wages Owing
\$		= \$

C. STATUTORY HOLIDAY PAY:

Statutory Holiday (List specific days)	Average day's pay for statutory holiday	Plus 1.5 times regular wage for first 12 hours worked and double time after 12 hours	Less any wages paid for the day	Equals statutory holiday pay owing
	\$	\$	\$	= \$
	\$	\$	\$	= \$
	\$	\$	\$	= \$
			Total Owing \$	

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D. COMPENSATION FOR LENGTH OF SERVICE (if no written working notice of termination):

Based on average weekly wages (**excluding overtime**) earned in the last eight weeks of employment. If hours of work were reduced towards the end of employment, use the most recent eight weeks where normal hours were worked.

Date hired: _____ Last day worked: _____

Regular wages for last eight weeks of employment: \$ _____

Divide by eight to get average weekly wages: \$ _____

Length of Employment (years or months)	Weeks of Entitlement (see <i>Termination of Employment</i> factsheet)	Average Weekly Wage (from above calculation)	Amount owing
	Week(s)	X \$ /week	= \$

E. VACATION PAY: From _____ To _____

The first calculation is for vacation pay still outstanding on wages paid while employed. The second calculation is for vacation pay owing on unpaid wages claimed in sections A – D above.

4% or 6% vacation pay x total wages already paid	= Vacation Pay Owing
% x \$	= \$

4% or 6% vacation pay x total wages claimed in A – D above	= Vacation Pay Owing
% x \$	= \$

F. OTHER ISSUES: Please explain; include additional pages or calculations if needed.

Other Amount Requested:

\$

I am requesting a total (items A through F) payment of: \$ _____

Please respond to this request **within 15 calendar days** of the date you receive this form. If you fail to respond, or if we are unable to resolve this matter, I may file a complaint with the Employment Standards Branch of the Ministry of Jobs, Tourism and Skills Training and Minister Responsible for Labour.

Sincerely,

Signature

Date