Name of Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ADDENDUM TO THE EMPLOYMENT CONTRACT**

*(For Agency/Direct Hires)*

The following provisions shall form part of the Employment Contract:

1. The Employer shall bear the cost of transportation from the place of origin to the destination and back at the end of the contract;
2. The termination of the contract of the Employee shall only for just/valid/authorized cause/s;
3. The Employer agrees to provide emergency medical and dental treatment at no cost to the Employee until such time the Employee becomes eligible for provincial medical service program or the company’s health/medical insurance program;
4. The Employer shall be responsible for the repatriation of the remains and personal effects of the Employee in the event of death, serious injury or disability during the term of the employment unless covered by the company’s life insurance policy;
5. The Employer shall be responsible in providing the Employee with a compulsory worker’s compensation or liability insurance coverage;
6. The Employer agrees to pay the Employee for his/her work by cheque, direct deposit or alternate means and supported with appropriate receipts, the gross wages/salaries before deductions in the amount of:

$ \_\_\_\_\_\_\_\_\_\_\_ per hour worked, equivalent to $ \_\_\_\_\_\_\_\_\_\_\_ per week.

The Employer further agrees to pay the Employee for overtime hours in excess of 8 hours per day of $ \_\_\_\_\_\_\_\_\_\_\_\_ (1.5 x \_\_\_\_\_\_\_ ) after 40 hours per week;

1. The Employee shall be entitled to:

\_\_\_\_\_\_\_\_\_\_ minutes/hour per day of break time (lunch/coffee break);

\_\_\_\_\_\_\_\_\_\_ day(s) off per week/ (specify days in the week \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_);

\_\_\_\_\_\_\_\_\_\_ days of paid sick leave per year;

\_\_\_\_\_\_\_\_\_\_ days of unpaid sick leave per year; The Employer shall permit the Employee to go on

sick leave as the need arises;

\_\_\_\_\_\_\_\_\_\_ weeks of paid vacation per year / \_\_\_\_% vacation pay.

1. The Employer agrees to review and adjust the Employee’s wages at least once a year to ensure they meet or exceed the prevailing wage for the occupation in the region. The Employer further agrees to comply fully with existing ESDC guidelines on COVID-19.

This Addendum supplements, revokes and/or supersedes inconsistent provisions of the previously signed Employment Contract.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(*Printed Name and signature* ) (*Printed Name and signature*)

EMPLOYER EMPLOYEE

Email: Email:

Mobile: Mobile:

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_