

Manitoba Leave Laws

This material is for general informational purposes only and does not constitute legal advice. For current and accurate guidance, please consult legal counsel in your jurisdiction.

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Paid Time Off (PTO) in Manitoba

Vacation Leave Quota

A minimum of 2 to 3 weeks.

For the first four years of employment, employees are entitled to a minimum of 2 weeks of vacation per year.

After the fifth consecutive year, they are entitled to at least 3 weeks of vacation.

Employers are allowed to provide employees with more vacation time than is legally required. This is common practice in many workplaces.

Vacation Pay

2% of the wages earned in that year.

Employees are entitled to receive 2% of their wages earned in the year for each week of vacation. Employers may choose to include this vacation pay in each paycheck or pay it out at the time the vacation leave is taken.

PTO Accruals

PTO accruals aren't mandatory in Manitoba, but are widely used by companies.

Employers are generally free to design their own vacation accrual system, although it is usually based on the pay period (payroll cycle).

Roll Over (Carry Over, Brought Forward)

The “use-it-or-lose-it” policy is illegal in Manitoba.

The “use-it-or-lose-it” refers to a policy or benefit that requires employees to use a certain amount of vacation time within a certain timeframe, or risk losing it.

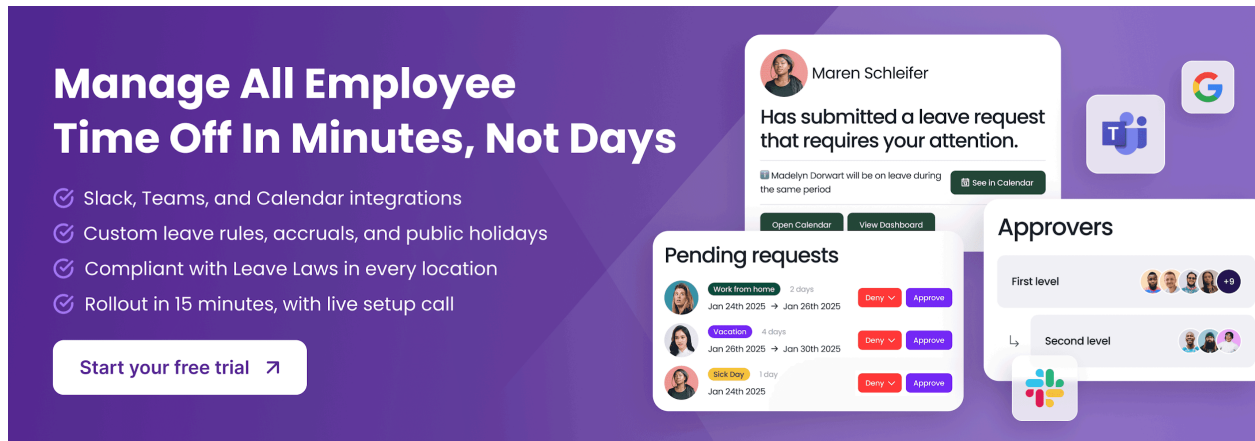
Statutory Provisions Addressing Vacation Pay

Vacation is considered earned wages.

Payment of Accrued, Unused Vacation on Termination

The employee’s earnings must be paid upon termination of employment.

Employers are required to pay all of the wages that an employee has earned up until their last day of work. This payment must be made within 10 business days of the employee’s last day of work.



The image displays the Vacation Tracker application interface. On the left, a purple banner contains the text "Manage All Employee Time Off In Minutes, Not Days" and a list of features: "Slack, Teams, and Calendar integrations", "Custom leave rules, accruals, and public holidays", "Compliant with Leave Laws in every location", and "Rollout in 15 minutes, with live setup call". A "Start your free trial" button is also present. On the right, a user profile for Maren Schleifer is shown with a notification: "Has submitted a leave request that requires your attention." Below this, a "Pending requests" section lists three requests: "Work from home" (2 days, Jan 24th 2025 - Jan 26th 2025), "Vacation" (4 days, Jan 26th 2025 - Jan 30th 2025), and "Sick Day" (1 day, Jan 24th 2025). Each request has "Deny" and "Approve" buttons. To the right of the requests is an "Approvers" section with "First level" and "Second level" approvers, each with a list of user avatars and a "+9" indicator. Integration icons for Slack, Teams, and Google are also visible.

Sick Leave in Manitoba

Family Leave

3 days of unpaid leave.

Family leave allows employees to take unpaid time off to address family responsibilities or personal illness without worrying about losing their job.

The legislation allows employees to take 3 unpaid days off per year for family leave. However, many employers choose to offer more generous benefits, such as additional days off or paid leave, beyond what is required by law.

All employees who have been employed by the same employer for at least 30 days are entitled to take family leave.

Payout

Employers are not obligated to pay wages during the leave period.

For more information, please visit vacationtracker.io

Compassionate Care Leave

Up to 28 weeks.

Compassionate Care Leave is a type of leave that allows employees to take time off work to care for and support a family member who is critically ill. This leave typically lasts up to 28 weeks and is intended to provide employees with the time and flexibility they need to be there for their loved ones during a difficult time.

Payout

Employers are not obligated to pay wages to employees during their leave.

Maternity, Paternity, and Parental Leave in Manitoba

Maternity Leave

Up to 17 weeks long.

Employers are required to provide pregnant employees with up to 17 weeks of unpaid maternity leave. Leave can begin up to 17 weeks before the expected birth date, and the latest that leave can last is 17 weeks after the birth. Employees are eligible for leave if they have worked with the same employer for at least 7 consecutive months. Employees are entitled to receive additional days equal to the number of days between the expected date and the birth. Employees are required to provide 4 weeks' written notice.

Payout

For more information, please visit vacationtracker.io

Maternity leave in Manitoba is unpaid.

Parental Leave

Up to 63 weeks long.

Employers are required to provide employees with up to 63 weeks of unpaid leave to care for a child after birth or adoption. Leave must be taken in a single, uninterrupted period. Birth mothers are allowed to take parental leave immediately following maternity leave. Parental leave can begin up to 18 months after the birth or adoption of a child. Employees must provide at least four weeks' written notice prior to leave.

Payout

Parental leave in Manitoba is unpaid.

Bereavement Leave in Manitoba

Up to 3 days of unpaid leave.

Employers are required to provide employees with up to 3 days of unpaid bereavement leave to deal with the death of a family member. Employees are eligible for leave if they have been employed for at least 30 days with the same employer. Employees may be requested to provide reasonable verification, such as an obituary (from a local newspaper, for example).

Payout

Bereavement leave in Manitoba is unpaid.

Jury Duty Leave in Manitoba

All employers must allow employees to take unpaid leave in order to attend court as jurors.

In Manitoba, employers are required by law to give employees time off work if they are summoned to serve on a jury. It is up to the employer's discretion whether jury duty leave is paid or unpaid. When the employee returns to work after completing their jury duty, the employer must give them their old job back or a similar one with the same pay.

It is illegal for an employer to threaten to fire an employee or penalize them financially because they have been called to serve on a jury. This applies to both direct and indirect threats.

Payout

In Manitoba, employers aren't required to pay wages to employees during jury duty leave. However, people serving on a jury will receive a jury fee for each day of their service.

Reservists' Leave in Manitoba

Employees in the Canadian Forces Reserves are entitled to unpaid leave as long as they serve on active duty or during training.

Employers are required to provide employees who are members of the Canadian Forces Reserves with job-protected unpaid leave in order to take part in active duty or training. Leave can be taken as long as the members continue to serve. There is no restriction on length. Employees are eligible for leave if they have worked for the same employer for 3 consecutive months. Employers must reinstate employees to a previous position or a similar one with the same benefits and wages as they had before the leave. Employees must provide written notice and may be required to provide a certificate.

For more information, please visit vacationtracker.io

Payout

Reservists' leave is unpaid.

Voting Leave in Manitoba

3 paid consecutive hours.

On election day, employees who are eligible to vote are entitled to have 3 consecutive hours off work to go and vote. This time off must be given during the hours when the polls are open. If an employee's work schedule does not allow for three consecutive hours off to vote, their employer must give them additional time off upon request to ensure they have three consecutive hours to vote. The employer may choose the time for the required time off work.

Payout

An employer must not lower an employee's pay or impose any other penalties for taking time off work as required by the Elections Act.