

Appendix B

Employment Standards Act, 2000, Part VII.0.1 Written Policy on Disconnecting from Work

PART VII.0.1

WRITTEN POLICY ON DISCONNECTING FROM WORK

Interpretation

21.1.1 In this Part,

“disconnecting from work” means not engaging in work-related communications, including emails, telephone calls, video calls or the sending or reviewing of other messages, so as to be free from the performance of work.

Written policy on disconnecting from work

21.1.2 (1) An employer that, on January 1 of any year, employs 25 or more employees shall, before March 1 of that year, ensure it has a written policy in place for all employees with respect to disconnecting from work that includes the date the policy was prepared and the date any changes were made to the policy.

(2) An employer shall provide a copy of the written policy with respect to disconnecting from work to each of the employer's employees within 30 days of preparing the policy or, if an existing written policy is changed, within 30 days of the changes being made.

Same

(3) An employer shall provide a copy of the written policy with respect to disconnecting from work that applies to a new employee within 30 days of the day the employee becomes an employee of the employer.

Prescribed information

(4) A written policy required under subsection (1) shall contain such information as may be prescribed.

Transition

(5) Despite subsection (1), an employer shall,

(a) have until the date that is six months after the day the *Working for Workers Act, 2021* receives Royal Assent instead of March 1 to comply with the requirements of subsection (1); and

(b) determine whether it employs 25 employees or more as of the January 1 immediately preceding the date described in clause (a).