

Worksheet Concerning the Release of a Curling Club Employee

- (1) Insert the name of the Curling Club
- (2) Insert the Month, Day and Year
- (3) Amend to reflect the full name of the individual (in bold type)
- (4) Insert the full amount of the payment e.g. “one thousand two hundred and twenty-five dollars and fifty-four cents (\$1,225.54)”

The amount of the payment should reflect an amount that the individual would have earned over a specific period of time (e.g. two weeks, eighteen days, etc.) immediately following the date the employee was released and must include any vacation pay the employee may have earned in that period. Also, if a public holiday, as defined in the applicable Employment Standards Legislation, falls in that period of time and the employee would have been required to work on that holiday, the payment must include the premium pay (e.g. time and one-half) that he or she would have received.

If the individual was an hourly paid employee and the number of hours worked varied, jurisprudence suggests that, to determine a weekly rate of pay for such an employee, the average of hours worked by the employee in the previous thirteen weeks should be calculated and multiplied by the hourly rate of pay. If the individual had been employed by the club for less than thirteen weeks, use the average of the number of weeks he or she had been employed by the Club.

- (5) Amend to reflect the location and date the Agreement was signed e.g. “the Town of White Rock this 22nd day of June, 2006”.
- (6) Insert the full name of the Individual