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THE SUPERHR DIGEST



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From the Get-Go

October Compliance & Employment Priorities

October is a critical month for employers in **Ontario, British Columbia, and Alberta** as several employment standards requirements take effect. Staying compliant with the Employment Standards Act (ESA) in Ontario and BC, and the Employment Standards Code (ESC) in Alberta, will help you avoid costly mistakes and set a strong foundation for the final quarter of the year.

In **Ontario**, the ESA requires employers to adjust wages effective October 1, 2025, when the general minimum wage rises to \$17.60 per hour. Student minimum wage, homeworker rates, and other categories also see increases, meaning payroll systems and employment contracts should be updated immediately. Employers should also reconcile vacation pay balances and ensure overtime banking is tracked and paid in accordance with the Act.

Effective October 1, 2025, **Saskatchewan's** minimum wage increases to \$15.35 per hour. This adjustment follows the province's indexing formula, which considers changes in the Consumer Price Index and the average hourly wage in Saskatchewan. Employers should update payroll systems and employment contracts accordingly to reflect this change.

Manitoba's general minimum wage increases to \$16.00 per hour, up from \$15.80, effective October 1, 2025. This adjustment reflects the province's 2024 inflation rate of 1.1%, rounded up to the nearest five cents. As of October 6, 2025, the full implementation of the An Act to Modernize the Occupational Health and Safety System will take effect. This Act introduces major changes to workplace health and safety requirements, including Health and Safety Representatives.

Compliance Snapshot - SuperHR Support Through 2025

We keep your organization current with compliance. Our team tracks regulatory changes across provinces, translates them into clear HR actions, updates your policies and templates, and provides manager-facing communication and training. Compliance becomes simple and consistent, without adding another task to your list.

Provincial Snapshot

BC is introducing several notable updates. This fall, employees will no longer need to provide a doctor's note for short-term illnesses, reducing administrative burden and improving access to care. Minimum wage increased to \$17.85 per hour as of June 1, 2025, with agricultural piece rates following on December 31, 2025. The Pay Transparency Act requires employers to post pay ranges in job postings, with reporting obligations extending to all employers by 2027. Employment-related accessibility standards are also being developed under the Accessible BC Act, with new requirements expected in 2025.

Employers should review sick leave policies, adjust payroll budgets, revise recruitment templates, and prepare for pay transparency and accessibility compliance.

Alberta's focus is on workplace safety, gratuity fairness, and inclusivity. By March 31, 2025, employers must update Violence and Harassment Prevention Plans to include enhanced risk controls, investigation procedures, and paid time for medical treatment related to workplace incidents. Bill 210, currently under consideration, would make all tips and gratuities the property of employees, while permitting voluntary tip pooling agreements.

Employers should strengthen safety protocols, review gratuity policies, and prepare to expand accessibility and inclusive employment practices.

Ontario is advancing significant modernization of employment standards. As of July 1, 2025, employers must provide new hires with a pre-employment information package including job title, pay details, and hours of work. From January 1, 2026, employers with 25 or more employees must comply with expanded job posting rules that mandate pay ranges, AI-use disclosure, prohibition of "Canadian experience" requirements, vacancy status, interview result notifications, and application record retention. The province has also banned unpaid trial shifts, prohibited wage deductions for customer non-payment (such as dine-and-dash incidents), and reinforced its ban on non-compete clauses (with narrow exceptions).

Employers should update onboarding materials, revise recruitment and job posting templates, and remove any prohibited wage deductions or restrictive covenants from existing policies.

Our Promise to You

Beyond keeping you compliant, our role is to help you turn these updates into value for your organization. When policies are clear, training is consistent, and communications reach employees effectively, compliance becomes more than obligation. It builds trust, reduces risk, and strengthens engagement.



Medical leaves of absence can be challenging for any organization. They affect staffing, productivity, and morale, while also requiring strict compliance with employment laws. Employers must balance compassion for their people with the operational needs of the business. A clear process helps ensure fairness, reduces risk, and supports a smoother transition from absence to return-to-work.

Initial Response

Obtain and review medical documentation that outlines the need for leave. Issue a Record of Employment (ROE) if the employee is expected to be off long enough to apply for Employment Insurance (EI). Communicate clearly with the employee about next steps and expected updates.

Workplace Planning

Consider temporary replacements or workload redistribution to keep operations running smoothly. Keep in mind the concept of undue hardship: employers must accommodate medical leave unless the cost or impact on business operations becomes unreasonable.

Preparing for Return to Work (RTW)

Begin discussions when medical clearance is anticipated. Develop a Return-to-Work program tailored to the employee's medical limitations (reduced hours, modified duties, or gradual reintegration). If restrictions are permanent, consider whether alternative roles or accommodations are available.

Determining the Type of Leave

Work-related: If the illness or injury is connected to work, Workers' Compensation (WCB/WSIB/WorkSafe) procedures apply.

Employers must follow reporting timelines and coordinate with the relevant board. Non-work-related: Governed by Employment Standards and Human Rights legislation. Employers should ensure entitlement to statutory, sick, or unpaid medical leave is respected.

Ongoing Follow-Up

Maintain regular, professional communication with the employee.

Request updated medical notes if needed to confirm the leave duration or restrictions. Keep detailed records of all communications, medical notes, and accommodations – documentation is your best protection for compliance.

The Employment Standards and Human Rights Codes, are clear that employees have the right to take medical leave without fear of losing their job. For employers, this means handling each case with fairness, documenting every step, and actively exploring accommodations.

When you approach medical leaves with consistency and reduce the risk of liabilities. At the end of the day, medical leaves are about people. Yes, there are forms to complete, laws to follow, and schedules to adjust, but there's also a person behind the paperwork who needs support.

Keeping accurate records, staying in touch, and planning thoughtfully for their return, is key to meet legal obligations, and show employees that they truly matter. That kind of trust pays off long after the leave has ended.



Dealing With Insubordination Guide



Our last course on *Absenteeism and Lateness* was a huge success! With close to 190 users signed up, our clients learned how to address these challenges head-on. This is pure gold for any business, because preventing primary problems is the foundation for advancing long-term success.

Now, it's time to level up even further.

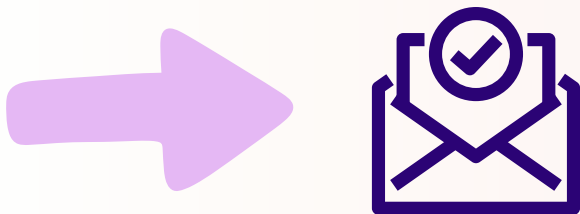
We are excited to invite you to our new training:

"How to Deal with Insubordination in the Workplace."

This course is designed for managers, supervisors, and business owners who want to build stronger teams, communicate expectations effectively, and handle challenging situations with confidence. This training, will help prevent unnecessary disputes and also create a workplace where trust, respect, and accountability thrive.

When leaders are equipped, businesses succeed.

Take the next step, empower yourself and your team with the tools to turn challenges into opportunities for growth!



Watch your inbox!

An email will be sent to all our clients with invitations and instructions for free access to this course. Don't miss the chance to empower your team and strengthen your business.

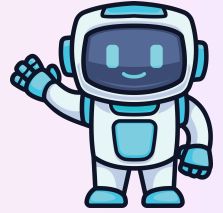
Micro-learning Video of the Month

This month's Micro Learning Video focuses on Vacation, This engaging video explores how to manage vacation time effectively, ensuring everyone understands their rights, obligations, and feel encouraged to take well-deserved breaks, while also prioritizing business needs. By sharing this resource, you're empowering your employees with valuable knowledge that supports their well-being and fosters a positive workplace culture.



AI in HR: A Powerful Tool with Critical Considerations

Artificial Intelligence (AI) is transforming HR by providing quick, accessible insights. However, its role should never be mistaken for that of a specialist. AI works as a generalist, able to generate straight answers to direct questions, but HR situations often involve moving parts that change constantly, and evidence rarely presents itself all at once. This creates risks if AI's outputs are not properly analyzed by trained professionals.



AI can help identify potential compliance gaps or even generate policy outlines, but it lacks the expertise to interpret complex, evolving employment laws or the nuances of jurisdictional differences. Compliance often involves interpreting regulations, weighing context, and anticipating changes, all of which require a specialist's judgment. Misinterpretation at this level can expose organizations to significant legal and financial risk.

When it comes to employee relations, AI may offer useful templates or general advice, but it cannot capture the full emotional, relational, and situational factors that influence workplace dynamics. HR professionals navigate sensitive issues such as conflict resolution, disciplinary action, or employee engagement by considering evolving evidence and interpersonal subtleties, something AI cannot reliably replicate.



In OHS, AI tools can track data, highlight patterns, and suggest best practices. However, workplace safety is not static, it changes with environments, regulations, and human behavior. AI does not have the capacity to assess real-time risks, interpret incomplete reports, or provide the professional judgment needed to implement legally sound and contextually appropriate safety measures.

AI can streamline communication tools, automate project tracking, and even suggest ways to improve collaboration. But true team integration, what makes every business thrive, relies on human connection, trust, and shared purpose. AI does not build relationships, foster inclusion, or navigate the complexities of team dynamics. HR professionals ensure that teams not only work together but thrive together by aligning people with business values and cultivating a positive culture.



AI is an extraordinary ally for HR, offering speed, scalability, and efficiency, but it is not a substitute for human expertise. At SuperHR, we believe the real power lies in combining technology with dedicated human insight. The reality is that 99% of HR challenges are dynamic and layered, requiring professionals who can interpret evolving evidence, ask the right questions, and protect your organization from unnecessary risks.

This is why we continue to stand alongside our clients—to ensure AI works for your business, not against it.