[Below is a notice template that employers can use. It's customizable. Just follow the instructions in brackets, delete them when you're done, click on the areas where you can fill in information, add your own text, and so on.]

 **Name of Organization: [Put the name of the employer here]**

# **NOTICE - AUTHORIZATION TO EXTEND THE FINAL PAY EQUITY PLAN DEADLINE**

**Date of posting the notice: [Insert date here]**

**The purpose** of this notice is to inform employees when an employer has received approval from the Pay Equity Commissioner to extend the deadline for posting the final pay equity plan [Act s. 57, s. 112(1)].

This notice is posted in accordance with all regulatory requirements concerning postings [Regulations s. 3 to 6].

**Date the authorization request was approved by the Pay Equity Commissioner: [Insert date here]**

**New date on which the final version of the pay equity plan must be posted: [Insert date here]**

Visit the [CanLII website](https://www.canlii.org/en/ca/pec/) for **decisions** rendered by the Pay Equity Commissioner.

**Employee rights**

An employer, bargaining agent or any other person acting on their behalf cannot penalize employees for exercising their rights under the *Pay Equity Act* [s. 102 and 103].

This notice must be posted in printed and/or electronic form and in such a way as to be easily and readily available to all employees [Regulations s. 3].

This notice must be posted in a form that is accessible to all employees [Regulations s. 4].

If a notice is posted in an electronic format, the employer must provide any necessary information to employees to enable them to access the document [Regulations s. 5].

To know more about employer, bargaining agent, and employee rights and obligations, visit the [Office of the Pay Equity Commissioner’s website](https://www.payequitychrc.ca/en).

You can also contact the Office of the Pay Equity Commissioner by phone at the National Call Centre:
Toll Free: 1-888-214-1090

TTY: 1-800-465-7735

Hours of operation:

Monday to Friday, 8:00 a.m. to 8:00 p.m. (Eastern Time)