

EMPLOYMENT STANDARDS TRIBUNAL

PRACTICE DIRECTIVE 2026-014 ADDITIONAL TIME REQUESTS (NON-STATUTORY)

[2026-07-01]

PART 1 - GENERAL

1. SCOPE

- 1.1. This Practice Directive applies only where the statutory requirements to commence an appeal or reconsideration under the Employment Standards Act and/or the Temporary Foreign Worker Protection Act have been met within the applicable time limit.
- 1.2. This Practice Directive does not apply to requests to extend statutory time limits, which are addressed in **Practice Directive 2026-013** (Statutory Time Limits Extensions) [2026-07-01].

2. PURPOSE

- 2.1. This Practice Directive sets out the process and expectations for requests for **additional time**, including:
 - file further submissions;
 - provide additional arguments; or
 - deliver supporting documents after a proceeding has been commenced.

PART 2 – ADDITIONAL TIME REQUEST REQUIREMENTS

3. DISTINCTION FROM EXTENSIONS OF STATUTORY TIME LIMITS

- 3.1. A request for additional time to take a step after a proceeding has been commenced is distinct from a request to extend a statutory time limit.

4. WHEN AN ADDITIONAL TIME REQUEST MAY BE MADE

- 4.1. A party may request additional time to complete a procedural step in an ongoing proceeding, including:
 - delivering additional submissions;
 - providing further arguments;
 - submitting supporting materials after initial filing;
 - requesting an extension to a deadline set by the Tribunal for making a submission.

- 4.2. A request for additional time does not affect the validity of the appeal or reconsideration application.

5. TIMING OF A REQUEST

- 5.1. A request for additional time should be made before the applicable deadline, where reasonably possible.
- 5.2. If a request is made after a deadline has passed, the party must explain the delay.

6. CONTENT OF A REQUEST

- 6.1. A request for additional time must:
- clearly identify the procedural step for which additional time is requested;
 - specify the new deadline being requested; and
 - provide reasons supporting the request.

7. CONSIDERATION OF AN ADDITIONAL TIME REQUEST

- 7.1. The Tribunal may grant, refuse, or vary a request for additional time.
- 7.2. The Tribunal may set conditions or alternative deadlines where appropriate.
- 7.3. The Tribunal may seek submissions from other parties on the request for additional time.

PART 3 – EFFECTIVE DATE AND APPLICATION

8. EFFECTIVE DATE AND TRANSITIONAL APPLICATION

- 8.1. This Practice Directive applies to proceedings commenced on or after July 1, 2026, unless the Tribunal orders otherwise.