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WORKPLACE LEAVE POLICY

Approved by: CEDA Executive Team

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1 PURPOSE

CEDA (“CEDA” or “Company”) understands that employees may require time off of work for various reasons, and has implemented this Workplace Leave Policy (“Policy”) to accommodate and provide paid and unpaid time off for necessary absences while ensuring organizational functions are not unduly disrupted.

2 POLICY (STATEMENT)

CEDA has established this Policy, process and guidelines for employees to follow to ensure the organization has clearly defined the scope, accountabilities and range of the various workplace leaves that affect employees.

This Policy:

- Defines the types of acceptable leave based on CEDA policy and/or applicable legislation.
- Outlines the procedures for requesting leave.
- Details the duration of leave available.
- Details the status of Company group benefits while on leave.

Notwithstanding the Policy objective of ensuring equity and fairness with regards to employee workplace leaves, it is understood that the amount of support from the organization may vary resulting from the circumstances, employee role and performance, as well as tenure with the organization.

3 DEFINITIONS

CEDA or the COMPANY means CEDA Limited Partnership and its subsidiaries and entities.

EMPLOYEE means a permanent full-time or part-time employee of the Company who has completed their initial 3 month probationary period.

LEADER means any person who has direct accountability for an Employee or group of Employees and may include but is not limited to Manager, Supervisor, Site Supervisor, Foreman, etc.

POLICY means this Workplace Leave Policy.

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4 SCOPE & APPLICATION

This Policy applies to all permanent full-time and part-time employees of CEDA that have completed their initial 3 month probationary period (“**Employee**” or “**Employees**”). Please note that employees, who have not completed the probationary period or are not permanent, may still be entitled to certain leaves of absence pursuant to applicable provincial legislation. Please refer to Appendix A and consult Human Resources with any questions.

In the union context, if this Policy contradicts a provision of the applicable collective agreement dealing with employee leaves, the collective agreement shall prevail. In instances where this Policy does not meet the minimum provincial legislation or law, the provincial legislation will prevail. Refer to Appendix A for links to applicable provincial legislation in different jurisdictions.

Breach or abuse of this Policy may result in disciplinary action, including termination of employment for cause.

Note: This Policy may be revised or amended by the Company from time to time, at its sole discretion.

Note: Leaves do not accumulate from year to year.

4.1 Other Policies

Separate policies exist for Vacation, Short Term Disability and Long Term Disability. Should there be a conflict between these policies and the Workplace Leave Policy, please contact Human Resources for clarification and guidance.

5 ACCOUNTABILITY

5.1 Leaders

- Understand that employees occasionally require a leave of absence to attend to personal matters.
- Understand that organizational business requirements may affect the decisions associated with some employee absences.
- Follow and apply the process for approval of any workplace leave applications.
- Ensure this Policy is communicated to all employees in order to build awareness and understanding of its content.
- Apply a fair and consistent approach when administering the Policy.

5.2 Employees

- Understand and be familiar with the Policy.

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- Understand the scope and requirements of the Policy.
- Notify their Leader of all leaves or requests for leaves.
- Provide reasonable notice of intent to apply for leave.
- Comply with any obligations and responsibilities pursuant to the Policy.

5.3 Human Resources

- Ensure this Policy is communicated and accessible to all employees.
- Support Leaders in applying the Policy.
- Promote overall equity and consistency of the Policy and process throughout CEDA.

6 GUIDELINES

6.1 Funeral and Bereavement Leave

The Company provides employees with a paid absence in the event of the death of an immediate family member, an extended family member, a friend or other relationship as defined in the chart below. The Leader should submit appropriately completed time cards for hourly employees to ensure the absence is paid. Refer to the following table for the eligible number of paid days off per occurrence. For purposes of this leave, a “day” is defined as the regularly scheduled workday, excluding overtime, scheduled or otherwise.

Immediate Family – 5 days paid leave	Extended Family – 2 days paid leave	Other – 1 day paid leave
Spouse/Common law	Aunt	Friend
Mother (step/in-law)	Uncle	Co-worker
Father (step/in-law)	Cousin	
Brother/Sister (step/in-law)	Grandparent (in-law)	
Child (step/in-law)	Nephew/Niece	

The employee must notify the Leader immediately upon learning that Bereavement Leave is required. Additional day(s) without pay may be granted at the discretion of the Leader for travel and/or personal circumstances or in accordance with applicable provincial legislation (see Appendix A). The Leader may require the employee to provide an obituary or funeral program for documentation purposes.

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6.2 Compassionate Care Leave

- Also known as Family Medical Leave (Ontario)

An employee may be granted up to 28 weeks off without pay, as per applicable legislation, to provide support and care to a gravely ill family member who has a significant risk of death within 26 weeks. The employee must notify the Leader in writing 2 weeks, or as soon as is reasonable, before the start date of the leave and provide a medical certificate signed by a qualified medical practitioner stating that a family member has a serious medical condition with a significant risk of death within 26 weeks, and that the family member requires support and care.

The leave can be split into multiple instalments but must be taken in periods of at least 1 week at a time. Two or more family members who are both employees of the Company may share the time off, concurrently or consecutively.

A subsequent leave may be granted in certain instances and in compliance with applicable provincial legislation.

A Record of Employment will be issued. Employees are solely responsible for coordination of Employment Insurance benefits, should they wish to apply for them.

The employee must give the Leader and Human Resources 1 week written notice of his/her return to work date.

The definition of eligible family members varies by province. Refer to Appendix A for employment standards links including eligibility requirements and notice periods.

6.3 Personal and Family Responsibility Leave (Alberta only)

In Alberta, the employee may be granted up to 5 unpaid days per calendar year for Personal and Family Responsibility Leave. The leave may be taken for the health of the employee or for the employee to meet his or her family responsibilities in relation to a family member.

6.4 Domestic Violence Leave (Alberta only)

In Alberta, the employee may be granted up to 10 unpaid days per calendar year if domestic violence occurs to a person who:

- is the employee, the employee's dependent child or a protected adult living with the employee, caused by another person who is married to the employee
- is or has been married to the employee
- is or has resided together in an intimate relationship
- is or has been an adult interdependent partner
- is or has been dating the employee
- is the biological or adoptive parent of a child with the employee
- is related to the employee by blood, marriage, adoption or an adult interdependent relationship
- is residing with the employee and has care and custody over the employee by court order

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Please refer to Appendix A to find details regarding this leave.

6.5 Personal Emergency Leave (Ontario only)

In Ontario, the employee may be granted up to 10 unpaid days per calendar year for Personal Emergency Leave. The leave may be taken for personal illness, injury or medical emergency or for the death, illness, injury, medical emergency or urgent matters relating to the employee's immediate family. The Company may require the employee to provide reasonable evidence in the circumstances. Please refer to Appendix A to find details regarding this leave.

6.6 Family Caregiver Leave (Ontario only)

In Ontario, the employee may be granted up to 8 weeks without pay per calendar year to provide care or support to family members who have a serious medical condition. The Company may require the employee to provide reasonable evidence in the circumstances. Please refer to Appendix A to find details regarding this leave.

6.7 Family Responsibility Leave (British Columbia only)

In British Columbia, the employee may be granted up to 5 unpaid days in each employment year to meet responsibilities related to the health, care or education of a child in the employee's care, or the care or health of any other member of the employee's immediate family. "Employment year" means a year beginning on the date the employee commenced employment.

Family Responsibility Leave does not include time off taken for Bereavement Leave.

6.8 Critically Ill Child Care Leave

Employees may be granted up to 37 weeks off without pay to provide care or support to a critically ill or injured child. The specific details of such leave vary by province. Employees should refer to Appendix A for specific details regarding Critically Ill Child Care Leave in their applicable province, including eligibility requirements and notice periods.

6.9 Sick Days

Sick days are approved at the Leader's discretion. Employees are to communicate to their Leader as soon as possible and no later than within 30 minutes from their normal start time if they will not be reporting to work. Employees are required to contact their Leader on a daily basis if absent for consecutive days in a row unless given permission otherwise. A medical note is required if the absence will be for 3 days or more. Leaders will monitor frequency of sick days and notify Human Resources if it becomes unreasonable, as determined by the Leader. Hourly employees are paid only for the hours worked and will not be paid for sick time up to the period where they may become eligible for CEDA's Short Term Disability program.

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For both Salaried and Hourly employees, should the sick days extend beyond 5 consecutive working days, the Leader will notify CEDA Benefits to begin the Short Term Disability or Illness and Injury Leave process.

6.10 Absences due to Illness and Injury (Saskatchewan only)

In Saskatchewan, if the illness is not serious, the employee may be granted up to 12 unpaid days per calendar year. If the illness or injury is serious, the employee may be granted up to 12 weeks without pay in a 52 week period. The same would apply when employees require time off to care for an immediate family member.

6.11 Illness and Injury Leave

Employees who are not eligible for Short Term Disability benefits and are unable to work due to illness or injury greater than 5 days may be granted an unpaid Illness and Injury leave for up to 16 weeks. The employee must provide a medical certificate that estimates the duration of the leave. A Record of Employment will be issued as employees may be eligible for benefits through the federal Employment Insurance program. The Company reserves the right to utilize a third party medical consultant to administer this leave. *See also Absences Due to Illness – SK (Section 6.10).*

6.12 Crime Related Child Death or Disappearance Leave

Employees may be granted up to 104 weeks without pay if their child has disappeared or died as a result of a crime. The specific details of such leave vary by province. Employees should refer to Appendix A for specific details regarding this leave in their applicable province, including eligibility requirements and notice periods.

6.13 Personal Leave

Employees can apply for a personal leave without pay. All requests for personal leaves, of any duration, are at the discretion of the Leader and require approval by the VP of the Business Unit.

Personal leaves will normally not be granted to an employee who has less than 90 days of service. This requirement may be waived under exceptional circumstances.

All requests must be in writing and will be considered on a case-by-case basis. The granting of a personal leave will take both the operational requirements of the Company and the importance of the employee's leave request into consideration. The Company reserves the right to cancel any personal leave of absence should circumstances, in the opinion of the Leader, warrant such cancellation.

Vacation accrual and all other applicable and relevant leave times must be used prior to a personal leave of absence commencing.

An employee is prohibited from engaging in other employment or employment type activities while on a leave of absence, without written approval by the VP of the Business Unit.

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All requests must be documented and a copy sent to CEDA Benefits.

6.14 Maternity, Adoptive and Parental Leave

The Company's maternity and parental leave policy provisions are consistent with applicable provincial legislation in the Company's provinces of operation. The specific details of such leave vary by province. Employees should refer to Appendix A for specific details regarding maternity and parental leave in their applicable province, including eligibility requirements and notice periods.

For employees in Alberta, maternity and parental leaves are available to employees who have been employed by the Company for at least 90 days upon the birth or adoption of a child, in accordance with the requirements and terms provided in the *Alberta Employment Standards Code*. Birth mothers may take up to 78 consecutive weeks of unpaid, job-protected leave made up of 16 weeks maternity leave and 62 weeks parental leave. This leave can begin any time during the 13 weeks immediately before the estimated date of delivery, and the leave must be taken consecutively, except in exceptional circumstances. Fathers and adoptive parents are eligible for up to 62 weeks of consecutive unpaid, job-protected parental leave, which must be completed within 78 weeks after the child's birth or when the child is placed with the adoptive parent for the purpose of adoption. Parental leave can be taken wholly by one parent or shared between parents.

For employees in Ontario, maternity and parental leaves are available to eligible employees upon the birth of a child or the coming of the child into the employee's custody, care and control for the first time, in accordance with the requirements and terms provided for in the *Ontario Employment Standards Act*. Employees who have been employed by the Company for at least 13 weeks before the estimated due date are entitled to up to 17 weeks of unpaid pregnancy leave. An employee entitled to pregnancy leave may begin the leave no earlier than 17 weeks before her due date. An employee who has worked for an employer for more than 13 weeks is entitled to 63 weeks of unpaid parental leave, or a 61 week unpaid parental leave if the employee also took a pregnancy leave of absence, within 78 weeks of the child's birth or that the child first came into the employee's care, custody and control.

For employees in Saskatchewan, maternity and parental leaves are available to employees who have been employed by the Company for at least 13 weeks in the 52 weeks immediately preceding the day on which the leave is to commence, in accordance with the requirements and terms provided for in the *Saskatchewan Labour Standards Act*. A maternity leave consists of up to 18 weeks which can begin any time during the 12 weeks immediately prior to the estimated birth date. A parent of a newly born or adopted child is entitled to not more than 37 consecutive weeks, in the case of an employee who is not entitled to maternity leave or adoption leave, or not more than 35 weeks, in the case of an employee who is entitled to maternity leave or adoption leave. Employees may be entitled to adoption leave consisting of a period of not more than 18 weeks commencing on the day the child becomes available for adoption.

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For employees in British Columbia, a pregnant employee is entitled to up to 17 consecutive weeks of unpaid job-protected pregnancy leave in accordance with the requirements and terms provided in the British Columbia *Employment Standards Act*. Such leave must commence no earlier than 13 weeks before the expected birth date and no later than the actual birth date, and end no earlier than 6 weeks after the actual birth date and no later than 17 weeks after the actual birth date. A birth mother may be entitled to an additional 6 weeks of leave in certain circumstances. A birth mother is entitled to an additional 61 consecutive weeks of unpaid job-protected parental leave. A birth father or adoptive parent is entitled to up to 61 weeks of unpaid job-protected parental leave beginning after the child's birth or when the child is placed with the adoptive parent and within 78 weeks of such event. If the child requires an additional period of parental care, employees may be entitled to an additional 5 weeks of parental leave.

Employees should give their Leader and Human Resources at least 6 weeks written notice to commence maternity or parental/child care leave and provide a medical doctor's certificate confirming pregnancy and the estimated delivery date or proof of adoption, if required. The employee should give the Leader and Human Resources at least 4 weeks written notice of his/her return to work date.

In accordance with the Supplemental Unemployment Benefit (SUB) plan, the pregnant employee may be eligible to receive monies in addition to Employment Insurance benefits which, when combined, would equal what she would have received under the Company's Short Term Disability Plan. These "top up" monies are payable by the Company for up to the first 6 weeks after the delivery (the period of time when she is physically unable to work). In order to receive the "top up" payment, the employee is required to send proof of Employment Insurance maternity benefits to CEDA Benefits.

6.15 Spousal Day Off for the Birth or Adoption of Baby

An employee whose spouse gives birth will be granted 1 paid day off generally taken on the date the baby is born or within 1 week of the baby's birth. Likewise, a paid day off will be given to an employee for adoption. The employee must notify their Leader immediately upon learning that he or she will require a day off. Additional requests for time off will be at the discretion of the Leader and subject to approval of the VP of the Business Unit. Employees are required to use vacation time prior to taking time off without pay.

6.16 Apprenticeship Leave

An employee may be granted a temporary unpaid leave of absence to attend in-school technical training. Employees should give their Leader and Human Resources at least 6 weeks written notice prior to the commencement of the class start date. A Record of Employment will be issued so that the employee can apply for Employment Insurance benefits.

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6.17 Reservist/Military Leave

Employees who are military reservists are entitled to unpaid, job-protected leave, when deployed to an operation outside of Canada (including any pre- or post- deployment activities) or inside Canada to assist with an emergency, or to participate in annual training. The length of the leave varies by province. Refer to Appendix A for employment standards links and specific information regarding specific leaves in your province, including eligibility requirements and notice periods.

6.18 Leave for Jury/Witness Duty

An employee will be granted a leave with pay for the duration of jury or court witness duties.

Proof of actual jury/witness duty must be given to the Leader prior to the leave in order for the Company to pay employees during the time away. Any amounts received by the employee for serving as a juror or witness will be offset from the pay to the employee by the Company.

Employees are to provide to their Leader official government documents, outlining all financial reimbursement received by the employee for serving as a juror or witness. These amounts will be deducted from the employee's next pay cycle.

Employees are expected to be at work on any full day or half day that they are not required to serve on jury/witness duty.

Temporary employees will receive the necessary time off, without pay, except where otherwise required by law.

6.19 Time Off for Voting

Employees who qualify to vote in federal, provincial, or municipal elections, are granted paid time off of up to 3 hours for the purpose of voting while the polls are open, if their work schedule would not otherwise permit the 3 consecutive hours off during which time the polls are open. Employees should arrange this absence with their Leader no later than the day prior to the Election Day. This provision is per government requirements and will change if the government changes their requirements.

6.20 Organ Donor Leave (Ontario and Saskatchewan only)

An employee who has been employed by the Company for at least 13 weeks and undergoes surgery for the purpose of organ donation may be granted a leave of absence without pay of up to 26 weeks. The Company may require the employee to provide a certificate issued by a legally qualified medical practitioner confirming that the employee has undergone or will undergo such surgery. An employee who intends to take this leave or extend this leave must give the Company at least 2 weeks, or as soon as is reasonable, written notice before beginning or extending the leave.

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6.21 Citizenship Ceremony Leave

Employees who are new Canadian citizens are eligible to take one unpaid day off to attend their own citizenship ceremony.

6.22 Nomination/Election and Candidate/Public Office Leave (Saskatchewan only)

An employee seeking or holding public office may be eligible for an unpaid Nomination/Election and Candidate/Public Office Leave in accordance with the requirements and terms provided for in the Saskatchewan *Labour Standards Act*.

An employee must have worked with the employer for at least 13 weeks to be eligible for this leave. Written notice must be provided to the employer four weeks before the leave begins. The employee must also notify the employer four weeks prior to their return date on when they will be returning.

7 PROCEDURES

The following procedures apply to all leaves with the exception of days totaling less than 5 consecutive days:

- Employees will notify their Leader and complete the “Request for Leave of Absence Form”.
- The employee will attach any required documentation to the form and forward to their Leader (e.g. jury duty notice, medical note, etc.).
- If approved, the Leader will forward the form to CEDA Benefits for review of benefit eligibility and continuance.
- Upon approval, CEDA Benefits will generate and/or complete the necessary documentation.
- Should a request for leave be denied, the employee may choose to appeal, in writing, to the Human Resources representative, no later than one week after the request was denied.

7.1 Return to work

A return to work date must be identified on the “Request for Leave of Absence Form”. Should the original return to work date change, the employee will notify their Leader immediately. If the Leader approves the amended return to work date, the Leader will notify CEDA Benefits who will complete the appropriate internal documentation.

An employee who fails to return to work on the date identified and without otherwise notifying their Leader, will be considered to have voluntarily resigned from the Company except where otherwise stated by law or where extenuating circumstances arise.

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8 APPROVAL HISTORY

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Approved: November 2017

Revised:

9 APPENDICES AND FORMS

9.1 Appendix A – Employment Standards Web Sites

9.2 Appendix B - Request for Leave of Absence Form

For current version of the Request for Leave of Absence Form: Please contact Human Resources Employee Resource Center or go to the CEDA Form Center on the [oneCEDA](#) Intranet site for an electronic version.

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9.1 Appendix A – Government Employment & Labour Standards Web Sites

Alberta Employment Standards Code

http://www.qp.alberta.ca/574.cfm?page=E09.cfm&leg_type=Acts&isbncln=9780779725663

British Columbia Employment Standards Act

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96113_01

The Saskatchewan Employment Act

<https://www.sasklabourrelationsboard.com/-/media/project/lrb/documents/publications-and-policies/statutes-and-regulations/s15-1.pdf>

Ontario Employment Standards Code

http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_00e41_e.htm

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9.2 Appendix B - REQUEST FOR LEAVE OF ABSENCE FORM

Name: (Last Name, First Name)
Hire Date:
Business Unit:
Position Title:

Type of Leave: ☐ Personal ☐ Maternity/Parental/Adoption ☐ Bereavement Leave (Paid) ☐ Bereavement Leave (Unpaid) ☐ Jury Duty ☐ Compassionate Care ☐ Apprenticeship ☐ Other (as defined in Policy): _____	Date of Leave: Start of Leave: _____ Return to Work Date: _____
Employee Signature: _____	
Reason for requested leave: _____	
Date: _____	

This request is: ☐ Approved ☐ Denied
Leader Signature: _____ Date: _____
Benefits Signature: _____ Date: _____

Copy to employee and Leader. Return to CEDA Benefits, Calgary benefits@cedagroup.com

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