



TEAM MEMBER GUIDE

501 PREGNANCY/PARENTAL LEAVE

The Company recognizes and abides by all provincial and federal regulations surrounding leave. For up-to-date information regarding your pregnancy/parental leave, please refer to the Employment Standards Act (Ontario) and Labour Standards (Quebec).

Team Members must provide the Human Resources Department with at least two (2) weeks written notice (Ontario) and at least three (3) weeks written notice (Quebec) before commencing their pregnancy/parental leave. Written notice must include the baby's due date, the Team Member's tentative last day of work, and the Team Member's scheduled return to work date.

Team Members must provide the Human Resources Department with at least four (4) weeks written notice (Ontario) and at least three (3) weeks written notice (Quebec) confirming their return to work or advising of any changes to their scheduled return to work date.

Team Members are responsible for maintaining their group insurance premiums while absent from work, failure to do so will result in cancellation of coverage (*for further details please see section "505: Benefits During An Approved Leave" of the Team Member Guide*).