

TWIG

January 1ST, 2020

Pregnancy & Parental Leave

Pregnancy Leave

In accordance with the Ontario Employment Standards Act, TWG employees are entitled up to seventeen (17) weeks of unpaid leave for pregnancy, provided she has been employed by TWG for at least thirteen (13) weeks prior to the estimated delivery date. The leave may be commenced up to seventeen (17) weeks prior to the estimated delivery date. Pregnancy Leave must be taken all at once.

Parental Leave

In accordance with the Ontario Employment Standards Act, TWG employees are entitled to receive Parental Leave. In Ontario, an employee shall be entitled to receive up to 35 weeks of Parental Leave if Pregnancy Leave was taken and up to 37 weeks if Pregnancy Leave was not taken. The employee must be employed by TWG for at least thirteen (13) weeks in order to qualify for the leave. Parental Leave must be taken all at once and within the first year of the child's life.

Parental Leave is not part of Pregnancy Leave and so a birth mother may take both Pregnancy and Parental Leave. In addition, the right to a Parental Leave is independent of the right to Pregnancy Leave. For example, a birth father could be on parental leave at the same time the birth mother is on either her Pregnancy Leave or Parental Leave. Employees on leave have the right to continue to earn credit for length of employment, length of service and seniority.

If an employee does not return to work after the end of their leave, then employment will be deemed terminated.

TWG requires written notice of Pregnancy Leave at least two (2) weeks in advance of the start of the leave and of Parental Leave at least four (4) weeks in advance of the start of the leave. Leave cannot be broken up, it is continuous.

Pregnancy and Parental Leave Compensation

Although employers are not required by legislation to provide compensation to employees on Pregnancy and Parental Leave, TWG has a policy that includes supplementary benefits (SUB). In addition to the statutory Maternity and Parental Benefits provided for both leaves through Employment Insurance under the Employment Standards and Employment Insurance Acts, TWG provides SUB for Pregnancy or Parental Leave (not both) for a period of twelve (12) weeks.

TWG will pay 100% of the employee's gross salary for the first two (2) weeks of the leave to compensate for the required two (2) week waiting period before Employment Insurance benefits begin. If the Employment Insurance waiting period is waived or otherwise not required, TWG will "top-up" the difference between 100% of the employee's usual salary and the amount of Employment Insurance benefit the employee receives for the first two (2) weeks.

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For the remaining ten (10) weeks , TWG will “top-up” the employee’s gross salary so that the Employment Insurance benefits together with the “top-up” equals 75% of the employee’s usual salary.

TWG will continue to pay premiums for all benefits normally received by an employee during both Pregnancy and Parental Leave. The employee will be responsible for ensuring that any payments for optional benefits continue during their leave. TWG will not be responsible for any discontinuance of benefits due to payments not submitted by the employee.

To be eligible for the Pregnancy/Parental Leave SUB, the employee must:

- Be a regular, full-time employee and be employed with TWG at least one (1) year prior to the start of the Pregnancy/Parental Leave date.
- Eligible employees will receive the top-up as specified above with the understanding that the employee is expected to return to work for a period of at least six (6) months following the date of his/ her return from the leave.
- Should an employee quit and not satisfy this condition, he/she will be required to repay these monies to TWG.

Additional information related to Pregnancy and Parental Leave may be obtained from Service Canada and Ministry of Labour.