

Maternity, Paternity, Parental & Adoption Leaves

Colleague Information Summary (Québec)

For non-union colleagues in Québec*

*If you live in a province other than Québec, please refer to the Colleague Information Summary (National)



Maternity, Paternity, Parental & Adoption LOAs

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Maternity, Paternity, Parental & Adoption LOAs

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A brief intro ...

This Information Summary* ("Summary") covers *what you need to know* about the following job-protected leaves of absence ("LOAs"):

LOA Type	Eligible Colleagues
Maternity	birth mothers
Paternity	birth fathers
Parental	new parents
Adoption	new parents

For parental and adoption LOAs, "parent" is defined as:

- a birth parent;
- an adoptive parent (whether or not the adoption has been legally finalized); and
- a person who is in a relationship of some permanence with a parent of the child and who plans on treating the child as his or her own. This includes same sex-couples.

Maternity, paternity, parental and adoption LOAs are regulated by labour standards in Québec. The regulations cover the duration of each type of leave and related provisions as well as job reinstatement guidelines. Benefits are available to eligible colleagues through the Québec Parental Insurance Plan ("QPIP"). This Summary includes only general information about QPIP. For more comprehensive information it's recommended that you visit the [QPIP website](#).

If there's a discrepancy between information in this Summary and legislation, then legislation will prevail.

At the back of this Summary you'll find a **Quick Reference Checklist** and **Resource Contact List**.

If you have a question about the LOA process that isn't covered in this Summary...

Non-Executives - please reach out to the Colleague Support Centre ("CSC") by logging a case on fllp or call at 1-877-303-3013. Call Centre representatives are available to assist you Monday to Thursday between 8 a.m. and 7 p.m. ET and on Fridays between 8 a.m. and 6 p.m. ET.

Executives (VP+) - please contact the (GWL) Director, Pensions & Benefits at 416-965-5315.

***If you live in a province other than Québec, please refer to the Colleague Information Summary (National).**

LOA eligibility ...

You are eligible to apply for a maternity, paternity, parental or adoption LOA regardless of your length of service with the Company. This applies if you are employed in a permanent full-time, part-time or temporary position.

The LOA application process

To allow for effective transition planning, you're encouraged to notify your manager and complete the LOA application process well in advance of your last day of work. At minimum, you must provide **three weeks** advance notice.

LOA Application Process

First complete the Maternity, Paternity, Parental & Adoption Leave of Absence Application ("LOA Application"). You'll find it in the Forms Library in the Time off and Leaves section of fllp.

When you complete the LOA Application **please keep the following in mind:**

- You must indicate your **expected last day of work**. If this day is not the business day (or regularly scheduled workday) immediately prior to your LOA start date you must explain and account for the days in between. For example: if you're taking five (5) paid vacation days before your LOA start date, indicate this on the form. Indicate the LOA **start date** * as the first business day after your 5 days of vacation.
- In the **Colleague Acknowledgement & Consent** section of the form you must indicate your decision to continue or stop making contributions to the pension plan during your LOA. You can *disregard this section if you're not contributing to a pension plan through payroll deductions*. **NOTE:** if you contribute to the pension plan and you do not select an option on the LOA Application, you will be deemed to have elected to stop contributing to the pension plan during your LOA.

Next ... Initiate your LOA request in Workday**

- ✓ Select **Leave of Absence** in the Time Off Worklet
- ✓ **Enter** your LOA dates. Time off and LOAs must be entered into Workday as *separate events*. If, for example, you're taking vacation time off immediately prior to your LOA, submit your vacation time off request using the Time Off tab, and use the Leave of Absence tab to submit your LOA request.
- ✓ Click on **Leave Type**; Click on 'Company', and select the applicable LOA type (e.g. Maternity/ Parental Leave with Top-Up, if you're eligible for the top-up benefit).
- ✓ Click **Submit**.
- ✓ Next, click on **Review Documents**.
- ✓ **Upload** your completed LOA Application.
- ✓ If you're eligible for the top-up benefit, **read** the Top-Up Benefit Agreement and check ☒ **I Agree** to complete the electronic authorization process.
- ✓ Click **Submit** to complete the LOA Application process.

Important:

* If your baby arrives earlier than the LOA start-date you indicated in Workday, you must notify the LOA Administrator in the Ontario CIC at 1-877-303-3013 as soon as possible. Executives must notify the (GWL) Payroll Manager at 416-965-5329.

** If you're a Store colleague and you don't have self-serve access to Workday, your manager must initiate your LOA request in Workday. Submit your completed LOA Application (and signed Top-Up Benefit Agreement, where applicable), to your manager.

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Duration of the LOA ...

Labour standards in Québec set out the duration of each LOA type:

LOA Type	
Maternity	Up to a maximum of 18 continuous weeks (available only to the birth mother); parental LOA may be added to the maternity LOA.
Paternity	Up to a maximum of 5 continuous weeks (available only to the birth father); parental LOA may be added to the paternity LOA. Paternity LOA can begin at the earliest the week of the child's birth and must end no later than 52 weeks thereafter.
Parental	Up to a maximum of 52 weeks. Parental LOA cannot begin before the week of the birth of the child and end no later than 70 weeks after the birth. Parental LOA can be shared by both parents.
Adoption	Up to a maximum of 52 weeks. Adoption LOA cannot begin before the week in which the child is entrusted to the colleague and end no later than 70 weeks after the birth. Adoption LOA can be shared by both parents.

About QPIP benefits ...

The provincial government's QPIP program provides temporary financial assistance to eligible colleagues who are absent from work due to pregnancy, or following the birth or adoption of a child. Here's a high level overview of how it works:

eligibility	You must live in Québec and you must have earned at least \$2,000 of insurable income in the 52 weeks preceding the start date of your LOA.																
weekly benefit	<p>Weekly QPIP benefits are equal to a percentage of your <i>average weekly earnings</i> in the prior 26 weeks. The benefit calculation is based on claimant's maximum insurable earnings.</p> <p>QPIP benefits are considered taxable income and tax will be withheld at source. To learn more about the tax implications please consult the Canada Revenue Agency and Revenue Québec.</p>																
benefit duration	<p>Parents have a choice between two benefit payment periods. If you are sharing parental or adoption LOA benefits with your spouse, the benefits may be paid concurrently. The option selected by the first parent filing a QPIP benefits claim applies to the other parent.</p> <table> <tr> <th>LOA Type</th><th>Basic Plan</th><th>Special Plan</th></tr> <tr> <td>Maternity</td><td>18 weeks at 70%</td><td>15 weeks at 75%</td></tr> <tr> <td>Paternity</td><td>5 weeks at 70%</td><td>3 weeks at 75%</td></tr> <tr> <td>Parental</td><td>7 weeks at 70% <i>plus</i> 25 weeks at 55%</td><td>25 weeks at 75%</td></tr> <tr> <td>Adoption</td><td>12 weeks at 70% <i>plus</i> 25 weeks at 55%</td><td>28 weeks at 75%</td></tr> </table>		LOA Type	Basic Plan	Special Plan	Maternity	18 weeks at 70%	15 weeks at 75%	Paternity	5 weeks at 70%	3 weeks at 75%	Parental	7 weeks at 70% <i>plus</i> 25 weeks at 55%	25 weeks at 75%	Adoption	12 weeks at 70% <i>plus</i> 25 weeks at 55%	28 weeks at 75%
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The QPIP Benefit Claim Process

There are two ways to apply for QPIP benefits -by using the [QPIP online services](#); or by calling the customer service centre at 1-888-610-7727. It's recommended that you apply for benefits *as soon as you've stopped working*. Your Record of Employment ("ROE") is not required for the initial QPIP benefit claim application.

Record of Employment

You'll be able to access your ROE electronically from the [Canada.ca](#) website **approximately five (5) business days following the start of your LOA**. **Note** – a completed LOA Application must be submitted into Workday in order for an ROE to be issued.

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The Company top-up benefit

Loblaw's top-up benefit supplements the amount you are eligible to receive from QPIP.

eligibility

You're eligible for the Company top-up benefit *if at the time the LOA commences*, you:

- have at least 52 weeks* of continuous service with Loblaw;
- are employed in a permanent full-time, non-union position; and
- qualify for QPIP benefits**

top-up amount

The top-up benefit is the difference between 75% of your gross weekly salary/wages and the gross QPIP benefit. Top-up payments will be deposited directly to your bank account according to the regular payroll schedule. Income tax, QPP, and where applicable, benefit premiums and voluntary plan contributions will be deducted from your top-up payment.

duration of payments

- Maternity LOA – up to 17 weeks***
- Paternity & Parental LOA – up to 11 weeks
- Adoption LOA – up to 11 weeks

condition of payments

If you resign at the end of your LOA, or you do not return to permanent full-time employment for a minimum period of six (6) months, following the end of your LOA, *you must repay the full gross amount* of the top-up benefits paid to you by Loblaw.

*52 weeks' continuous service may include temporary or permanent part-time service; however, you must be in a permanent full-time position at the time your LOA commences.

**The top-up benefit is contingent on your eligibility for QPIP benefits and the plan you elect (i.e. Basic or Special). Top-up payments will therefore not begin until you have provided proof of your eligibility for QPIP benefits by submitting your first QPIP payment stub to the applicable Payroll Department as follows:

- Non-Executive Colleagues – email scanned copy to the National Payroll Department at payroll@loblaw.ca or submit by fax to 204-786-5187;
- Executives (VP+) – email scanned copy to the (GWL) Payroll Manager at Angela.Nanos@Weston.ca or submit by fax to 416-960-6992.

***The top-up benefit is payable to birth mothers and birth fathers only for the maternity or paternity leave portion of their legislated LOA.

Benefit program participation during your LOA ...

Your eligibility to participate in many Company benefit programs will not change during the legislated period of your LOA. Where applicable, payroll deductions (e.g. benefit premiums and/or voluntary plan contributions) will continue during the top-up payment period (*for Non-Executive Colleagues only*). Benefit premiums for elected coverage will *accrue on payroll for the balance of your LOA*. Please refer to the information below for details by program.

It's important to note that accrued premiums will be deducted in a lump-sum from your first pay(s) when you return to work unless, for Non-Executive Colleagues only, an alternative payment plan is coordinated through the CSC. You will be notified of your options by a benefits administrator at the time your LOA commences.

Benefits Plan

If you participate in the benefits plan, your elected coverage (where applicable) for health & dental care, life insurance and accidental death and dismemberment (AD&D) benefits will automatically continue during the legislated period of your LOA.

- If you're eligible for the Company top-up benefit, then premiums will be deducted through the top-up payment period* following which they will accrue on payroll. If you're not eligible for the top-up benefit, then your premiums will accrue on payroll for the entire LOA period.
- You have **31 days** from the birth or adoption of your child to add your new little one to your benefits coverage. Submit a completed *benefits plan change form* to the CSC.
- If you're an Executive, contact the (GWL) Director, Pensions & Benefits at 416-965-5315 to obtain a benefits change form.
- It's also a good idea to review your beneficiary designations at this time under the life insurance provisions of your benefits plan.

**Non-Executive Colleagues only*

Employee & Family Assistance Program

Your access to **workhealthlife**, our Employee & Family Assistance Program (will continue uninterrupted during your LOA. This is an excellent resource for new parents. You're encouraged to visit the EFAP website at www.workhealthlife.com for information about:

- Tips for healthy pregnancy
- Childbirth options
- Safety tips for parents of infants
- Winning the war on bedtime battles
- Choosing childcare in your home
- Understanding and overcoming postpartum depression

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Employee Share Ownership Plan (“ESOP”)

If you participate in the ESOP, your contributions and the corresponding Company contributions will be *suspended* for the entire LOA. Your payroll deductions to the ESOP will automatically resume when you return to active employment.

Group RRSP (“GRRSP”)

If you contribute to the Company-sponsored GRRSP through payroll deductions, your contributions will continue during the top-up payment period* of your leave (if applicable). Thereafter, your contributions will stop and *will not* accrue on payroll. Payroll deducted contributions to the GRRSP will automatically resume when you return to active employment.

**Non-Executive Colleagues only*

Pension Plan

If you contribute to a pension plan through payroll deductions, you have the option to either continue making contributions to the plan or to suspend contributions during your LOA. You must indicate your decision on the LOA Application.

➤ *If you elect to continue making contributions:*

A Loblaw pension administrator will contact you directly to advise the total contribution amount and payment schedule for the entire LOA period.

- If you're eligible for the top-up benefit, the total contribution amount will be spread over the top-up payment period.
- If you're not eligible for the top-up benefit, you will be required to pay the contributions by personal cheque(s) payable to Loblaw's Inc.

➤ *If you elect to stop contributing to the pension plan while you're on LOA, you will forfeit any corresponding Company contributions to the plan.*

Remember: if you do not select an option on the LOA Application, you will be deemed to have elected to stop contributing to the pension plan during your LOA.

If you're a member of one of the Company's *non-contributory* pension plans, your membership in that plan will continue uninterrupted during the legislated period of your LOA.

Colleague Discount Programs

You will remain eligible for all discount programs and colleague-preferred rates during your LOA, including:

- the Colleague Discount Program
- Loblaw *workperks*®
- PC Home & Auto Insurance
- PC Mobile
- Énergie Cardio – Corporate rate fitness membership

Car Allowance

If you're an Executive receiving a car allowance under the Perquisite Car Allowance Program, you're eligible for the allowance for the legislated LOA period. The allowance will be calculated for the entire period and paid to you in a lump-sum *at the start of your LOA*.

Company Car

If you have a Company-leased vehicle under the Business Tool Car Program (“BTCP”) or Executive Fleet Program, you can continue to use the vehicle during your LOA. BTCP participants must return the Element Fleet Card to Loblaw Fleet Administration. The card will be returned to you following the end of your LOA. If you have a sticker/decal in your car for toll route(s), it must be removed and destroyed at the start of your LOA.

Important: both BTCP and Executive Fleet Program participants must continue to report mileage each month on the Element Fleet Management website. You're required to keep all *original* fuel and maintenance expense receipts and submit these to the Loblaw Fleet Administration at the end of the calendar year and on your return to active employment.

Vacation

You must make every attempt to use all outstanding *earned vacation* prior to or coincident with your LOA. Any unused vacation credits may be carried over subject to your manager's approval and is to be used within six (6) months of the date you return to active employment status. All vacation time off requests must be submitted in Workday. Your manager must make note of any outstanding earned vacation days on the LOA Exit Checklist. There is no provision to buy-out earned vacation credits.

Please note the following.

Full-Time non-union colleagues:

1. Paid vacation days earned prior to your leave ...
The number of paid vacation days you earn and are eligible to take *prior to your leave* is pro-rated in accordance with the Vacation Policy.
2. Vacation accrual during your leave ...
You will continue to accrue vacation credits during your LOA. The number of **paid** vacation credits you accrue will be calculated on a pro-rata basis taking into account the first 17 weeks of maternity leave **or** the first 11 weeks of a paternity, parental and adoption leave.
Any remaining days you accrue may be taken as unpaid time-off. Please refer to the **Vacation Policy**.

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Other need to know info ...

President's Choice Children's Charity

If you're contributing through payroll deductions to the President's Choice Children's Charity, your contributions will continue during the top-up benefit payment period* only (if applicable). Payroll deductions will automatically resume when you return to active employment.

**Non-Executive Colleagues only*

Mobile Communication Devices

If you have a Company-issued BlackBerry®, cell phone or other mobile communication device, (e.g. air stick), you must return it to your manager on or before your last day of work. These devices are deemed *business tools* and not perquisite benefits. Refer to the **Acceptable Use of Mobile Communication Devices Policy** posted on Loblaw Inside. Contact End-User Services about the possibility of transferring the number to a personal device (if this is of interest to you).

Short-Term Incentive Plan ("STIP")

If you're eligible for a STIP payment, the payment will be paid as soon as practicable following your return to active employment. The payment will be made via direct deposit to your bank account. You will not have the option to direct the payment in whole or in part to the GRRSP. This option is available only to colleagues whose employment status is *active* at the time STIP is payable.

Service Credits

Credit for employment service, including pension service (where applicable) continues during the legislated period of your LOA only.

The return to work process

It's important that you notify your manager at least **two (2) weeks** in advance of your return to work date. Your manager will be responsible for indicating your return to work date in Workday.

Accrued benefit premiums

Once your payroll record is returned to active employment status, any arrears deductions (e.g. benefit premiums) will automatically be applied against your first regular earnings payment, unless you confirmed an alternative payment plan with the Québec CSC or (GWL) Director, Pensions & Benefits, as applicable.

Job Reinstatement

If you return to work immediately following a job-protected LOA, you will be reinstated in the same position if it exists, or in a comparable position if it does not.

IMPORTANT: if you apply* for and are granted a personal unpaid LOA beyond the legislated LOA period, there is NO guarantee of re-employment with Loblaw, regardless of the number of personal LOA days that are approved. Job reinstatement provisions set out in Québec labour standards apply only on return from a legislated LOA.

*to apply for a personal LOA you must your request in Workday **at least four (4) weeks** in advance of the requested LOA start date. All outstanding earned vacation days must be taken *before* an approved personal LOA can commence.

Quick Reference Checklist

Applying for the leave...

- ☐ Download and complete the LOA Application

At least three (3) weeks before the start of your leave...

- ☐ Initiate your LOA request in Workday; remember to upload your completed LOA Application
- ☐ Visit the [QPIP website](#) to establish your eligibility for QPIP benefits and to familiarize yourself with the benefit claim process
- ☐ Schedule time with your manager to review the transfer of your work responsibilities and to document your year-to-date performance and results on objectives

On or before your last day of work...

- ☐ Meet with your manager to:
 - o complete the LOA Exit Checklist
 - o return all Company assets
 - o discuss status of work/knowledge transfer
- ☐ Submit any outstanding expense claims
- ☐ Pack-up and take home your personal belongings (if your leave is greater than 10 weeks)
- ☐ Create an out-of-office alert on your email and voice mail accounts
- ☐ If you participate in the Business Tool Car Program –return your Element Fleet Card to Loblaw Fleet Administration. Remove and destroy any toll route decals you have in the car

When your leave begins...

- ☐ Apply for your QPIP benefits as soon as you have stopped working. The ROE is not required for the initial QPIP benefit claim
- ☐ Access your ROE electronically from the Canada.ca website approximately five (5) business days following the start of your LOA.

After your first QPIP payment...

- ☐ If you're eligible for the Company top-up benefit, send a copy of your first QPIP benefit payment stub to the applicable Payroll Department (refer to the Resource Contact List for email and fax info). **Remember:** Payment of the Company top-up benefit won't commence until the Payroll Department has received your first QPIP payment stub

After the birth or adoption of your child...

- ☐ If your baby arrives earlier than the leave start date you indicated in Workday and on your LOA Application, **you must notify the LOA Administrator in the Ontario CSC at 1-877-303-3013 ASAP!**
- ☐ Update your benefits coverage. If you participate in the benefits plan, **you have 31 days** from the date your child was born or came into your care in which to make changes to your coverage. *Thereafter you will be considered a 'late applicant', and you will be required to provide evidence of insurability for your new eligible dependent(s). Manulife, our benefits provider, will determine if your coverage will be approved based on the medical evidence provided.*
- ☐ Review your beneficiary designations (e.g. life insurance, pension plan, etc.)

During your leave...

- If you have a Company car, remember you must log your mileage on the Element Fleet Management website each month. You must also keep the original receipts for fuel and maintenance expenses during your leave. These must be submitted to Loblaw Fleet Administration at the end of the calendar year and on your return from the LOA as they are required by the Company to offset taxable benefits.
- Keep in touch with your manager

At least two (2) weeks before the end of your leave...

- Contact your manager. He/she will be responsible for indicating your return to work date in Workday

When you return to work...

- ☐ Your payroll deductions to the pension plan, ESOP and/or GRRSP will automatically resume if you participated in these plans immediately before your LOA.
- ☐ Any accrued benefit premiums (e.g. for Health & Dental coverage and Life Insurance) will be deducted from your first pay(s) following your return to work unless you confirmed an alternative payment plan with the CIC or the (GWL) Director, Pensions & Benefits if you're an Executive.
- ☐ If you have a Company car, contact Loblaw Fleet Administration to retrieve your Element Fleet Card
- ☐ Schedule time with your manager to review and document key objectives for the balance of the year and to get caught up on any changes within the department or to the strategic direction for your group

Resource Contact List

Resource	Contact Info	Available Information / Support
Colleague Support Centre (for Non-Executives)	Email: cic@loblaw.ca National Call Centre: 1-877-303-3013	<ul style="list-style-type: none"> Assistance with questions about the LOA process Who to notify if the baby arrives earlier than the leave start date you indicated in Workday
Director, Pensions & Benefits (GWL) (for Executives)	Email: Rosemary.Hatnay@Weston.ca Tel: 416-965-5315 Fax: 416-960-6995	<ul style="list-style-type: none"> Where to send your benefits plan change form (you'll find the address on the form) Who to call with questions about Company benefits and pension plan(s)
National Payroll (for Non-Executives)	<ul style="list-style-type: none"> Where to email or fax your first QPIP benefit payment statement Who to call with questions about your pay statements or ROE 	
(GWL) Payroll Manager (for Executives)	Email: Angela.Nanos@Weston.ca ; Fax 416-960-6992	
Loblaw Fleet Administration	Email: Rebecca.Moorey@loblaw.ca or Lauren.Phillips-Brown@loblaw.ca Tel: 905-459-2500 Extension 613348 or 614473	<ul style="list-style-type: none"> Who to contact to return your Element Fleet Card at the start of your leave if you have a Company car... and to retrieve upon your return to work Send original fuel and maintenance expense receipts (totalled) at the end of the calendar year and on your return to work
Element Fleet Management	Website: www.gefleet.com	Where to report mileage online monthly if you have a Company car
Manulife	Website: www.manulife.ca Tel: 1-844-251-4241	<ul style="list-style-type: none"> View your benefits coverage online Download a claim form (or sign-up for e-claims) Questions about health & dental care claims
Great-West Life	Website: https://ssl.gwsaccess.com Call Centre: 1-800-724-3402	If you're a member of a defined contribution pension plan or the GRRSP : <ul style="list-style-type: none"> View your account(s) online Change your beneficiary
Morneau Shepell	Website: https://westonloblaw.hroffice.com Call Centre: 1-800-265-0378	If you're a member of a defined benefit pension plan : <ul style="list-style-type: none"> View your account online Access the online pension projection tool Change your beneficiary
Computershare	Website: www.computershare.com/employee/ca Call Centre: 1-866-982-8784	If you participate in the ESOP: <ul style="list-style-type: none"> View your account online Sell or withdraw your shares
Service Canada	Website: https://www.canada.ca	Access to your ROE
Québec Parental Insurance Plan	Website: www.rqap.gouv.qc.ca	Information about the QPIP benefit claim process
workhealthlife	Website: www.workhealthlife.com Tel: 1-800-743-5949	Employee and Family Assistance Program Online access to helpful resources (tips for a healthy pregnancy, safety tips for parents of infants, childcare ... and more)