

Sick Days & Family Responsibility Days

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Who does this policy apply to?

This Policy governs all non-union Store Support colleagues of Loblaw Companies Limited and its Canadian subsidiaries (collectively “Loblaw” or the “Company”).

How does it work?

We know that not everything can be planned well in advance and that sometimes colleagues need time away from work unexpectedly to care for themselves or others. All permanent full-time colleagues are provided up to five (5) paid Sick Days / Family Responsibility Days each calendar year to care for unexpected personal illness or family situations. Full time colleagues can carry-forward up to 5 unused days to the following calendar year. If the personal illness days qualify for Short-term disability coverage then they will not count towards Sick & Family Responsibility Days.

Permanent part-time colleagues and temporary colleagues will be granted unpaid time off.

Time off can be booked in either full-day or half-day increments. There is no pay-out for unused days.

Which situations are covered?

All colleagues have unique and different personal responsibilities for their self or family. We know that family is a top priority and that sometimes situations come up during the workweek that may require you to care for yourself or a close family member. These situations could include an illness, injury, medical emergency, surgery, rushed medical appointment or another urgent matter.

Colleagues are trusted to make the right decisions regarding using these days and are encouraged to give their leader as much advanced notice as possible and keep the communication lines open.

Which family members are covered?

“Close Family Member” means a colleague’s spouse or domestic partner, children, including step-children, foster children and grandchildren, siblings, parents, grandparents, in-laws (including mother, father, daughter, son, sister, brother, grandparents) and any other individuals, regardless of kinship, who are reliant on a Loblaw colleague for care.

Process for booking Sick & Family Responsibility Days in Workday “Time Off” Worklet

- **Full-time colleagues** use the “*Time Off*” tab and submit paid time-off requests as “Sick / Family Responsibility Days.” If requesting more than the calendar year maximum (including carry-forward days) record as “*Incidental Days - Unpaid*”
- **Part-time & Temporary** colleagues use the “Time-off” and submit request as “*Incidental Days – Unpaid*”

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The Fine Print

In their first year of employment, full-time colleagues are granted paid time off at a rate of one (1) day per calendar month after their first 16 days of active employment.

All paid and/or unpaid Sick Day time-off requests in excess of 5 consecutive days which do not meet Short Term Disability eligibility requirements will be considered an unpaid Leave for Health Reasons and must be submitted using the Leave of Absence tab in Workday.

All paid and/or unpaid Family Responsibility time-off requests in excess of 5 consecutive days will be considered as unpaid leave of absence and must be submitted using the Leave of Absence tab. Such LOAs will be considered job-protected where provided for under applicable employment standards legislation.

President's Choice Financial colleagues are granted Personal Leave in accordance with the *Canada Labour Code*.

We trust colleagues to use all time booked off for the intended purpose. The Company may, at its sole discretion, request reasonable proof of time-off requested.

The Bottom Line

Situations arise where colleagues need to take time-off work to take care of personal illness or a close family member. In addition to any paid off entitlement, colleagues who need additional time off may want to discuss unpaid days with their leader to meet their personal or family demands, as required. It's important for colleagues to request the time properly in Workday and communicate with managers to arrange for support and ensure business requirements can be managed appropriately.

Final Say

Interpretation of this Policy rests with the Chief Human Resources Officer.