

Leave of Absence, Paid (LoAP) Policy

Eligibility

All full time employees who work 20 hours or more a week are eligible to apply for Leave of Absence, Paid (LoAP). You are eligible for LoAP if:

- You are not on a Performance Improvement Plan.
- You have no active disciplinary penalty on your employee file.

We reserve the right to deny any LoAP request. LoAP may not be approved during certain time periods in the year, due to operational and business needs. In case of an emergency LoAP leave, your request will have to be assessed by the L6+ leader or skip-level leader.

Overview

Regular attendance is an important function of every job. You are expected to use accrued paid time off (Paid Personal Time or Vacation) to address time away from your regularly scheduled shifts. We offer LoAP when you need extended time away from work, and are not eligible for any other statutory or company-offered leave.

You may not take LoAP at the same time as any other statutory or company-offered leave, and you must exhaust all statutory or company-offered leave options before applying for LoAP.

Requirements

To be eligible for LoAP, you must have more than 10 years of tenure at Senior level (L6+) or higher, or be at Vice President (VP) level (L10+) or higher.

Duration

Your total LoAP shall not exceed 12 weeks in any consecutive 12-month period.

LoAP is applied for a minimum of 7 consecutive calendar days. The maximum length for PTAU is 12 consecutive weeks (84 consecutive calendar days).

Absences of less than 7 days are not eligible for LoAP. Instead, you should apply accrued paid personal time, vacation or statutory leave for such short-term absences. Your use of accrued paid personal time and/or vacation is specified in each policy.

Application

To apply you must submit your request to the Disability Leave and Services (DLS) team through the MyHR tool. DLS will work with your manager or HR representative to request approval for PTAU.

You must request LoAP at least 2 calendar weeks prior to the start of leave. The request period may be less than 2 calendar weeks based on an emergent need, provided there is reasonable evidence of the emergent need.

We reserve the right to require documentation evidencing the need for any LoAP. Please be prepared to provide it if requested.

Payment and Benefits

- Salary: During LoAP you will receive 50% of your statutory pay.
- Salary cycle review: For salary cycle reviews, you will continue to have access while completion of performance review prior to review process. Any change to salary will take effect on return to work.

- Sign-on bonus: Sign-on bonus payments will suspend during the LoAP and will be paid once you return to work.
- Vesting of stock-based awards (including restricted stock units or stock options): Suspends on the first day of leave. Cancellation of awards occurs if unpaid personal leave extends beyond 3 months.
- Extended health, dental and EAP: Once your personal leave starts, eligible employees will continue to receive benefit coverage (extended health, dental, basic life, dependent life, and accidental death & dismemberment (AD&D) insurance) for a maximum of 90 days. If your leave continues past that time, you may be eligible to convert your basic life, dependent life, and AD&D benefits to individual 1-year term policies with premium payable by you.

[Return to Work](#)

In most circumstances you may return to your position or a comparable role upon your return from LoAP. However, reinstatement is not guaranteed for every case.

If you want to return to work earlier than the agreed upon LoAP end date, 2 weeks' advance notice to DLS is needed. If you wish to return to work earlier than 2 weeks, then DLS will request your manager's approval. There is no guarantee that an earlier return date will be approved.