

Short Term Disability Policy - Canada

Effective Date: 6-10-2020

Policy Statement

It is the policy of NTT DATA Canada, Inc. and its subsidiaries (the "Company"), to provide short term disability leave with pay ("STD Benefit") in accordance with the Desjardins Group Insurance Plan (the "Plan"). The Plan is administered and paid through the Company's Provider, which is currently Desjardins Insurance (the "Provider").

This policy provides an overview of some of the terms of the Plan. Employees are encouraged to review the Plan, which is subject to change from time to time and posted on the Company Canada Benefits page in Navigator Jam at this [link¹](#).

The terms of the Plan govern. In the event of any conflict between the Plan this policy, the terms of the Plan prevail and override the terms of this policy.

Policy Scope

Subject to the terms and conditions of the Plan, this policy applies to all Regular full-time and part-time Company employees working in Canada who have completed three (3) months of continuous employment with the Company.

Policy Overview

The STD Benefit provides for up to sixteen (16) weeks of leave for eligible employees who are "Totally Disabled" (as defined by the Plan). The first seven (7) days of the STD Benefit period is an "Elimination Period" in which no benefits are provided, but employees may be eligible for sick leave through this period of time (see the Company's sick leave policy) or choose to use any available vacation. During the remaining fifteen (15) weeks of leave, employees may receive "Short Term Disability Benefits" (as defined by the Plan). Employees must have completed three (3) months of continuous employment with the Company before they can claim any payment of the Short Term Disability Benefits. Employees may also obtain information on Long Term Disability ("LTD") benefits in the Plan.

The STD Benefit is managed and paid through the Plan by the Provider. Employees are encouraged to consult the Plan directly, but below is an overview of some of the terms of the STD Benefit and Plan (all capitalized terms are defined pursuant to the Plan):

1. "Total Disability" or "Totally Disabled" means a state of incapacity, resulting from and illness or accident, that entirely prevents the Participant from performing the essential duties of his regular occupation.
2. The STD Benefit provides replacement income as a percentage of gross weekly earnings as described in the table below, less income the employee may receive from certain other sources (e.g., Employment Insurance, CPP/QPP, etc.). Income received from the Short Term Disability benefit is taxable.

| Week of Short Term Disability | % of Base Salary |
|-------------------------------|---|
| 0-1 (the Elimination Period) | If available and in accordance with applicable policies, employee may seek to have this paid through sick leave and/or vacation |
| 02 – 16 | 75% of weekly earnings, rounded to the next 1\$, if not already a multiple, up to \$2,500/wk. |

¹ Employees must be logged into the Company HR system of record, Navigator, to access Benefit information

3. When a Review Does Not Support the Leave

- The Provider determines that an STD claim is not supported. In these situations, the employee is not eligible to receive an STD benefit, but instead is placed on an unpaid leave of absence, pending appeal and perhaps subject to the Company's other policies. The Plan is the governing document regarding eligibility, approval and management of the STD Benefit.

4. Return to Work Dates / Schedules

- The Company's Provider works with an employee's health care provider to determine the date when the employee is cleared to return to work, on either a full-time or part-time basis. The Company will consider reasonable accommodations when necessary to allow the employee to return to work from an STD leave of absence and to meet any applicable requirements of applicable human rights legislation. Once the employee's doctor and the Company's Provider and the Company have determined the employee's return to work date, the employee will receive confirmation of that date. The employee will be expected to return to work on the date scheduled. If the employee is unable to return to work on that date, it will be necessary for the employee to contact his or her Disability Case Manager at the Company's Provider to request an extension to the approved absence.
- Before an employee returns to work, the employee must provide a written authorization from his or her health care provider that he or she may return to work. The authorization should note any recommended restrictions, if applicable. An employee's return to work may also be subject to the Company's other policies, including any applicable accommodation policy.
- If the employee does not return to work at the end of his or her approved leave, and if he or she does not contact the Company and his or her Disability Case Manager at the Company's Provider to request an extension within three (3) days, the Company may, depending on the circumstances, consider the employee to have abandoned her or his employment.

Process

To initiate a claim for STD Benefits employees must 1) submit a request via [Ask HR](#) and 2.) complete and submit an STD Claim form via the Desjardins website at the this [link](#).