



OVERALL

1. How have OLG's paid time off policies changed?

OLG has refreshed many of our current paid time off policies and introduced two new policies: Personal Days and Volunteer Leave.

2. Where can we find the paid time off policies?

OLG's paid time off policies have been consolidated under the [Absence Program](#) section on InsideOLG's Policies and Procedures page (People and Culture tab). Together, the policies support four of the five pillars underpinning our *Live Well, Work Well* strategy: physical, emotional, social and workplace wellbeing.

3. What current paid time off policies have changed?

The following time off policies have changed: Vacation, Short-Term Sickness, Religious Observance and Citizenship Policy.

4. What time off policies are not changing?

No changes are planned to the Management Compensation Option (MCO) and Bereavement policies.

5. What are the new and refreshed time off policies?

The following chart highlights changes to the current time off policies and provides details on our new policies.

POLICY	CURRENT DETAILS (Effective until Dec 31, 2021)	CHANGES (Effective January 1, 2022)
Vacation	<ul style="list-style-type: none">Employee may carry forward up to one year's entitlement into the next calendar yearVacation carryover that exceeds one year's entitlement is paid to the employee	<ul style="list-style-type: none">Employee may carry forward up to two weeks' entitlement into the next calendar year. For 2022 only, you will be able to carry forward up to three weeks' entitlement into 2023. This transition year is intended to support those who have accumulated significant vacation credits in managing their time off.Vacation carryover that exceeds two weeks is forfeited without compensation (with the exception of 2022 to 2023 where three weeks' carryover is allowed and any carryover that exceeds three weeks is forfeited without compensation).Any permitted vacation carryover must be used by August 31 of the following year otherwise it is forfeited without compensation

Short-Term Sickness	<ul style="list-style-type: none"> 15 days paid at 100% to be used for the employee's personal illness or injury 115 days paid at 75%, to be used for the employee's personal illness or injury 	<ul style="list-style-type: none"> 15 days paid at 100%, to be used for: <ul style="list-style-type: none"> the employee's personal illness or injury illness or injury of a family member, as defined by the Employment Standards Act. Examples include, among others, the employee's child, spouse, or parent. 115 days paid at 75%, to be used for the employee's personal illness or injury (unchanged from current policy)
Personal Days	<ul style="list-style-type: none"> Does not currently exist 	<ul style="list-style-type: none"> Two paid days to use for appointments, Religious Observance or Citizenship Ceremony
Religious Observance	<ul style="list-style-type: none"> Two paid days 	<ul style="list-style-type: none"> No longer a stand-alone policy Included as an eligible reason to use a Personal Day
Citizenship Day	<ul style="list-style-type: none"> One paid day 	<ul style="list-style-type: none"> No longer a stand-alone policy Included as an eligible reason to use a Personal Day
Volunteer Leave	<ul style="list-style-type: none"> Does not currently exist 	<ul style="list-style-type: none"> One paid day to be used to volunteer at employee's choice of a registered charity or non-profit organization in Ontario, excluding religious and political affiliations

6. Why did the paid time off policies change?

Through engagement surveys and other sources, OLGers told us they have difficulty balancing their work and personal responsibilities effectively, making it challenging to achieve a healthy work/life balance. You also told us that you want more flexibility in how time off can be used. The policy changes and new policies promote a healthy, performance-driven workplace culture.

7. Who is impacted by the policy changes?

Please refer to each specific policy for information on who is impacted.

8. When are the new and refreshed policies effective?

The new and refreshed policies are effective January 1, 2022.

9. How are time off credits allocated for employees who are hired after January 1 of each year?

Time off credits are pro-rated for new employees based on their hire date. The only exceptions are Personal Days and Volunteer Leave Days (See Personal Days and Volunteer Leave section below for more information).

10. Is there a waiting period before new employees can start accessing their time off?

There is no formal waiting period before new employees can access time off, with some exceptions (e.g., Short-term Sickness). Employees should work with their manager to make arrangements; approval is at the manager's discretion.

11. How can we change our paid time off policies in light of Bill 124, *Protecting a Sustainable Public Sector for Future Generations Act (2019)*?

[Bill 124](#) prohibits us from increasing the value of your total compensation over the three-year moderation period. The revision to our time off policies is allowed because we've repurposed existing forms of paid time off. For example, we have converted Citizenship Day and Religious Observance Days to two Personal Days and one Volunteer Leave Day; this makes the policies more inclusive and gives all eligible OLG employees more flexibility in paid time off without impacting costs.

VACATION

12. Why are we reducing the number of vacation credits that employees are allowed to carry forward into the next calendar year?

Time off means higher productivity when at work, greater employee engagement and retention, a healthier work/life balance and other personal health benefits. Despite this, each year many vacation days are left unused by OLG employees. Changes to the Vacation Policy will encourage OLGers to take time off, which is important to your overall wellbeing.

13. What is the maximum vacation I can carry forward from the calendar year 2021 to 2022?

For 2021, employees may carry over up to one year of their current vacation allocation into 2022. The new vacation policy takes effect January 1, 2022.

14. What is the maximum vacation I can carry forward from the calendar year 2022 to 2023?

To support employees who have a substantial amount of vacation credits, 2022 will be a transition year where up to three weeks' vacation (i.e., up to 15 days) may be carried over into 2023.

15. What is the maximum vacation I can carry forward from the calendar year 2023 to 2024 and onwards?

You may carry over up to two weeks' vacation (i.e., up to 10 days) into the next calendar year, beginning in 2023.

16. Once the changes are effective, what happens to vacation credits that exceed the carryover limit?

You will forfeit any vacation above the maximum two-week carryover (with the exception of vacation carryover from 2022 to 2023 where you may carry over up to three weeks' vacation and forfeit without compensation any carryover exceeding the three weeks). In other words, you will lose those vacation credits without compensation. The weeks of vacation that you carried over to the next calendar year must be used by August 31 of the new calendar year or you will lose those vacation days without compensation as well.

SHORT-TERM SICKNESS PLAN

17. Why has the Short-Term Sickness Plan (STSP) changed?

We need dedicated time off to care for ourselves as well as our loved ones. The current policy only permits us to use the first 15 days of paid leave at 100% towards our own illness or injury. The policy is now more flexible; it means we no longer have to rely exclusively on vacation days for time to care for other family members, as defined in the Personal Emergency Leave section of the Employment Standards Act. The STSP Policy provides the definition of family member; examples include a child, spouse, parent or any other relative who depends on us for care.

18. Can we carry forward STSP days into the following calendar year?

No. They reset each January 1.

19. Will I be asked to provide proof when I want to use my STSP to care for a loved one?

In most cases, employees will not be required to provide proof. Some exceptions may apply.

PERSONAL DAYS / CITIZENSHIP DAYS / RELIGIOUS OBSERVANCE DAYS

20. What is the purpose of the Personal Days policy?

This policy allows full-time employees to take two paid days (i.e., 14.5 hours) to attend to pre-planned appointments. Examples include taking your pet to the vet, taking your car in for service, attending a medical appointment, attending a citizenship ceremony, or observing a religious holiday, among others.

21. Will I be required to use a whole Personal Day if my activity requires less time than a full day?

Personal Days can be taken in hourly increments and spread out over multiple days.

22. Can unused Personal Days be carried over into the next calendar year?

No. Unused Personal Days expire on December 31 of the calendar year they are issued. They are not paid out upon termination of employment.

23. Will the Citizenship Day and Religious Observance Days continue in 2022?

Citizenship Day and Religious Observance Days will be replaced by the Personal Day Policy, a broader and more inclusive policy that gives all OLG employees more flexibility on paid time off.

24. How do I request a Personal Day off in Workday?

Beginning January 1, 2022 Personal Days will be listed as an option when requesting time off in Workday. This is consistent with how other time off requests work.

VOLUNTEER LEAVE DAY

25. What is the Volunteer Leave Day Policy?

The new Volunteer Leave Day Policy demonstrates that OLG is living its Truths when it comes to caring for Ontario. You can use this paid time to volunteer in your community and give back.

26. Where can I use the Volunteer Leave hours?

You can use this time to volunteer with a registered charity or non-profit organization in Ontario, excluding those with religious or political affiliations.

27. What is considered a “day” with respect to the Volunteer Leave Policy?

A “day” refers to OLG’s standard workday of 7.25 hours. The volunteer opportunity should be completed within the employee’s regular scheduled hours of work. For example, if you work a standard 8:45 a.m. to 5:00 p.m. shift, your volunteer hours should be completed within this timeframe.

28. Can I spread my volunteer hours over multiple days?

Yes. Volunteer Leave is offered in hourly increments to provide as many volunteer opportunities as possible.

29. Am I expected to report on my experience?

If you take a Volunteer Leave Day, you’ll be asked to share your experiences by completing a post-volunteer survey.

30. Can unused Volunteer Day hours be carried over into the next calendar year?

No. Unused Volunteer Day hours expire on December 31 each year. They are not paid out upon termination of employment.

31. How do I request a Volunteer Day in Workday?

Beginning January 1, 2022 Volunteer Day will be listed as an option when requesting time off in Workday. This is consistent with other requests for time off.