

Pregnancy and Parental Leave Policy

POLICY #PC-02-11

FINAL

APPLICATION AND SCOPE

This policy applies to OLG employees who meet the Ontario Employment Standards Act, 2000 (as amended) eligibility criteria for Pregnancy/Parental leave.

POLICY STATEMENT (& GUIDING PRINCIPLES)

The Ontario Lottery and Gaming Corporation (OLG) recognizes the importance of providing eligible employees with time off to care for a newborn child or adopted child and to accommodate leaves in cases of miscarriage or stillbirth and provides Pregnancy and Parental Leave to eligible employees in accordance with the requirements of the Ontario Employment Standards Act, 2000 (as amended).

REQUIREMENTS

1. Pregnancy Leave

- 1.1. In order to be eligible for a Pregnancy Leave, an employee must be employed for at least 13 weeks prior to the due date.
- 1.2. Eligible employees are entitled to an unpaid Pregnancy Leave of seventeen (17) weeks. Pregnancy Leave must begin no later than the day the baby is born.

2. Parental Leave

- 2.1. In order to be eligible for Parental Leave, an employee must be employed with OLG for at least 13 weeks before the start of the Parental Leave.
- 2.2. For employees who take a Pregnancy Leave, Parental Leave will generally begin immediately after the Pregnancy Leave ends and are entitled to up to sixty-one (61) weeks of unpaid Parental leave. All other new parents are entitled to take up to sixty-three (63) weeks of unpaid Parental leave. Parental Leave must begin no later than seventy-eight (78) weeks after the day the child is born or comes into the custody, care and control of the employee for the first time.

3. Miscarriage or Stillbirth

- 3.1. Leaves in cases of miscarriage or stillbirth will be provided in accordance with applicable legislation.

4. Notice

- 4.1. Employees are required to provide two (2) months' notice in writing prior to their anticipated start date of the Pregnancy and/or Parental Leave.
- 4.2. If an employee wishes to end their Pregnancy and/or Parental Leave early they are required to provide at least four (4) weeks' notice prior to the new end date.
- 4.3. These notice requirements may be waived as required by the Employment Standards Act, 2000 (as may be amended) and the Employment Insurance Act.

5. Benefits During Leave

- 5.1. Employees on Pregnancy and/or Parental leave are eligible to continue the following:
 - Employees will be entitled to vacation in accordance with OLG's Vacation Leave Policy.

- OLG paid group benefit coverage and OLG-paid employer contributions to the pension will continue for the duration of the leave subject to the employee continuing to pay the employee's contributions, if any, to maintain these benefits and pension.

6. Supplementary Benefit Plan Top-Up (SUB)

6.1. OLG provides a Supplementary Benefit Plan Top-Up to eligible employees as outlined below:

- To be eligible for the SUB, the employee a) must be a permanent full-time employee with twelve (12) months of continuous employment with OLG prior to the start of the Pregnancy and/or Parental Leave, b) on an approved Pregnancy and/or Parental Leave, c) be in receipt of Employment Insurance (EI) benefits and d) upon request, provide proof that they are receiving EI benefits.
- OLG will top up the employee's salary up to 93% of the employee's base salary for the EI waiting period.

7. Maternity Benefits

7.1. SUB Top-Up for up to 17 weeks equal to the difference between the EI benefit received and 93% of the employee's base salary.

8. Parental Benefits

8.1. When applying for EI Parental Benefits, an employee must select one to claim EI parental benefits: Standard (35 weeks max) or Extended (61 weeks max). OLG's SUB Top-Up is for a maximum of 10 weeks of Parental Leave regardless of the employee's election and equal to the difference between the estimated EI weekly benefit rate of 55% or EI maximum (whichever is greater) of the employee's average weekly insurable earnings and 93% of the employee's base salary.

8.2. For purposes of EI benefits, the employee cannot change between Standard and Extended once EI benefits have been paid on a claim however an employee can choose to reduce their leave time and return work early

9. Top-Up During Miscarriage or Stillbirth

9.1. An employee who meets the SUB Top-Up eligibility criteria, and qualifies for EI benefits, will qualify for the OLG SUB Top-Up according to the above provisions.

9.2. We strongly encourage employees to refer to [Service Canada](#) for more information, specifically for the criteria required to qualify for Employment Insurance benefits.

9.3. SUB Top-Up is repayable in full to OLG in the event that the employee does not return to employment with OLG and remain employed with OLG for a period of six (6) months following the Pregnancy and/or Parental Leave for which they received SUB Top Up.

OLG reserves the right to amend or cancel the SUB Top-Up program at any time without notice.

RELATED POLICY INSTRUMENTS

- Vacation Policy
- Pregnancy and Parental Leave Procedure
- [Employment Standards Act, 2000 \(as amended\)](#) ("ESA")
- [Employment Insurance Act](#)
- Request Form

POLICY OWNER

SVP, People & Culture

POLICY APPROVAL

Approver	Date

REVISION / REVIEW HISTORY

Revision / Review Date	Updated By	Summary of Revision / Review
July 6, 2023	Policy Services	<ul style="list-style-type: none">▪ Updated template▪ Supersedes Pregnancy and Parental Leave Policy #L-HRPP 04-01