

Personal Time Off Policy (Personal Days)

POLICY #PC-02-15

FINAL

PURPOSE

The purpose of this policy is to outline the criteria for using Personal Days.

APPLICATION AND SCOPE

This policy applies to all full-time, part-time and contract OLG employees.

POLICY STATEMENT

The Ontario Lottery and Gaming Corporation (OLG) recognizes that employees may require time off, and the flexibility to use time off to address personal matters.

REQUIREMENTS

1. Eligibility

- 1.1. Regular, full-time employees receive two (2) paid Personal Days per calendar year, which may be taken in hourly increments. Time is not pro-rated for new hires.
- 1.2. Part-time and contract employees receive a maximum of two (2) unpaid Personal Days per calendar year which may be taken in hourly increments. Time is not pro-rated for new hires.

2. Coverage

- 2.1. Personal days can be used in cases where an employee needs to take time off work during their regular working day for reasons including but not limited to:
 - Personal or family medical, professional, or legal appointments
 - Home/car service appointments
 - Family responsibilities
 - Moving
 - Observance of religious holidays
 - Attendance at a citizenship ceremony

3. Unused Personal Days are forfeited at the end of each calendar year. Unused Personal Days are not banked, carried forward or paid out.
4. Personal Days are based on OLG's standard work hours of 7.25 hours. If an employee's regular work hours per day are greater than 7.25 hours (i.e., 10 hours per day), their Personal time off allotment for the calendar year is still equivalent to 14.5 hours.
5. Employees should provide adequate notice and obtain approval in advance of taking a Personal Day. In emergency situations where advanced notice is not possible, employees must contact their manager about their absence as soon as they are able to do so.
6. Requests for Personal Days must be submitted to the employee's manager via Workday.
7. The leave provided for in this Policy is in addition to applicable leave entitlements as prescribed by the Ontario Employment Standards Act, 2000 (ESA).

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITIES
Employee	<ul style="list-style-type: none">▪ Inform their manager as soon as possible if they need to take personal time off▪ Submit personal time off requests via Workday as soon as possible
Manager	<ul style="list-style-type: none">▪ Ensure requested time is reviewed for approval promptly▪ Ensure employees adhere to Policy
People and Culture	<ul style="list-style-type: none">▪ Administer the Policy as outlined above

RELATED POLICIES

- Statutory Leaves of Absence Policy
- Vacation Policy
- MCO Policy

RELATED LEGISLATION

- Ontario Employment Standards Act, 2000 (ESA)
- Ontario Human Rights Code

POLICY OWNER

Director, Total Rewards

POLICY APPROVAL

Approver	Date
Sara Warden, Director, Total Rewards	January 31, 2024

REVISION / REVIEW HISTORY

Revision / Review Date	Updated By	Summary of Revision / Review
January 2024	People and Culture	<ul style="list-style-type: none">▪ Updated format▪ Expanded scope to include part-time and contract employees