

Short Term Sickness Plan Policy

POLICY #PC-02-16

FINAL

PURPOSE

The purpose of the Short Term Sickness Plan (STSP) policy is to set out the eligibility requirements for qualifying for STSP as well as identifying the benefits available to employees during a period of short term sickness as defined in this policy.

APPLICATION AND SCOPE

This policy applies to regular full-time employees only.

POLICY STATEMENT

The health and wellbeing of our employees is of critical importance to the company. As such, the Ontario Lottery and Gaming Corporation's (OLG) Short Term Sickness Plan (STSP) policy supports eligible employees with income replacement (known as sick leave pay) during supported short-term absences from work due to illness or non-occupational injury as defined below.

Additionally, the policy also recognizes that from time to time, an employee may be called upon to care for an ill family member and provides the flexibility to use paid STSP time for that purpose.

DEFINITIONS

Family Member: For purposes of this policy, a “family member” is defined as an employee's:

- Spouse
- Parent, step-parent or foster parent of the employee or the employee's spouse
- Child, step-child or foster child of the employee or the employee's spouse
- Grandparent, step-grandparent, grandchild, or step-grandchild of the employee or of the employee's spouse
- Spouse of a child of the employee
- Employee's brother or sister
- Relative of the employee who is dependent on the employee for care or assistance

Exceptions beyond this definition of a designated family member may be considered on a rare and exceptional basis.

REQUIREMENTS

1. Eligibility

- 1.1 New regular full-time employees qualify for STSP benefits after completing twenty (20) consecutive regular working days or shifts of full-time employment (regular duties and hours).
- 1.2 The qualifying period of twenty (20) consecutive days/shifts is reset when an employee is absent due to illness or injury for any length of time. For greater clarity, the days worked

before and after such an absence shall not be considered consecutive. The qualifying period of twenty (20) consecutive days/shifts will start over, upon the employee's return to work.

- 1.3 For purposes of the consecutive days requirement under this policy, these do not include paid leaves, such as Vacation, MCO or Personal Days; however, days worked before or after such absences are considered to be consecutive. For example, if an employee takes a vacation day before completing the 20 consecutive days/shifts to qualify for STSP, the vacation day would not be counted as one of the 20 required days, but the count would resume upon the employee's return to work.
- 1.4 Bereavement Leave and Public/Paid Holidays are included in calculating the 20 consecutive days/shifts.
- 1.5 Employees moving from part-time or contract to regular full-time status must complete 20 consecutive working days/shifts of regular duties and full-time hours to qualify for STSP.
- 1.6 Employees returning from Long Term Disability leave whether on modified duties/hours or full duties/hours must complete 20 consecutive working days/shifts of regular duties and full-time hours to qualify for STSP.

2. Coverage

- 2.1 Once conditions of the qualifying period are met, full-time employees who are unable to work because they are ill or injured (non-occupational) are entitled to the following each calendar year:
 - 100% of base salary for the first 10 working days/shifts (72.5 hours) of absence; and
 - Following the first 10 days in the calendar year, 75% of base salary for any absence thereafter and up to 120 working days/shifts (870 hours) of absence.
- 2.2 Base salary does not include overtime pay, payments in lieu of benefits or any other payment that is not part of the employee's regular annual base salary.
- 2.3 STSP credits are based on OLG's standard hours of work (7.25 hours per day). If an employee's work hours are anything other than 7.25 hours per day, their STSP entitlement is the same as above. For clarity, if the employee takes a sick day, their sick hours will be reduced according to their scheduled hours of work.
- 2.4 Employees are permitted to use up the 10 100% paid working days/shifts of absence for either their own illness or non-occupational injury or the illness of that of a family member, as outlined under the Definitions section, and as aligned to the Employment Standards Act of Ontario, Personal Emergency Leave definition of family member.

3. Use of Accumulated Credits

- 3.1 After the first 10 days/shifts of absence are used, the employee has the option to "top up" the 75% STSP benefit to 100% of their base salary by using accumulated Vacation and MCO time that has been earned to date.
- 3.2 Unsupported absences due to illness or injury will be subject to repayment. If that occurs, the employee will be placed on an unpaid leave of absence. Refer to the Unpaid Leave of Absence policy for more information about this type of leave.

4. Plan Reinstatement at the Beginning of the Calendar Year

- 4.1 After meeting the initial qualifying period, the employee's annual STSP entitlement is automatically reinstated at the beginning of each calendar year except under the following circumstances:
- If an employee's illness or injury continues from one calendar year into the next calendar year, STSP credits will not be reinstated until the employee has returned to work for 20 consecutive working days/shifts of full-time employment. Vacation, MCO, and/or Personal Days cannot be used to cover the absence for the purpose of re-qualifying for the following year's STSP entitlement.
 - If an employee has exhausted their entire STSP benefit during a calendar year, STSP credits will not be reinstated the next calendar year until the employee has returned to work completing 20 consecutive working days/shifts of full-time employment following the date their STSP credits were exhausted.
 - Employees whose illness or injury continues from one year into the next calendar year will continue to use the remainder of the preceding year's STSP credits until those are exhausted. Any subsequent absence due to illness or non-occupational injury, that occurs before the employee qualifies for the next calendar year's entitlement, is charged to the previous year's plan where STSP credits remain.
- 4.2 Unused STSP credits are not carried over into the following year, except as noted above and are not banked.

5. Group Benefits Coverage

- 5.1 OLG will maintain benefit coverage for employees receiving payments under the STSP. Employees will continue to pay their share of any group benefit premiums as per our plan. Pension contributions continue as though the employee was at work and in receipt of regular pay. Pension contributions are calculated on regular base salary.

6. Exhausted STSP Credits

- 6.1 A sick leave extending beyond an employee's STSP benefit period will be treated as an unpaid leave of absence. Refer to the Unpaid Leave of Absence policy for information on this type of leave.
- 6.2 If the employee is deemed to be totally disabled for a period longer than six (6) consecutive months, the employee may be eligible for Long Term Disability (LTD) under OLG's group benefits plan. The Rewards and Wellness department representative will provide the employee with the necessary forms to apply for LTD benefits prior to the STSP benefits expiry date.

7. Documentation and Notification Required

- 7.1 An employee must inform their Department Manager of an absence. Managers are then responsible for notifying their HRBP or the Rewards and Wellness Department, should an absence continue past five (5) consecutive days.
- 7.2 Absences greater than five (5) days in duration will require documentation to be submitted in accordance with the Disability Management Program.

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITIES
Employees	<ul style="list-style-type: none">▪ Adhere to the principles and requirements of this policy and submit requests to use STSP in good faith.▪ Enter STSP requests in Workday accurately when the time is taken.▪ Cooperate with requests for medical evidence required to support the absence and any gradual return to work plans supported by medical evidence.
Managers	<ul style="list-style-type: none">▪ Ensure STSP requests are entered by the employee in Workday accurately and approved promptly.▪ Work cooperatively with People and Culture on gradual return to work plans for employees.
People and Culture	<ul style="list-style-type: none">▪ Administer the policy as described herein.▪ Ensure employees understand the policy and are provided with accurate information and responses to questions related to this policy.

RELATED POLICY INSTRUMENTS

- Disability Management Program
- Unpaid Leave of Absence Policy
- Long-Term Disability Policy

POLICY OWNER

Sr Director Rewards, Wellness, HR Systems & Reporting

POLICY APPROVAL

Approver	Date
Senior Vice President, People and Culture	November 2022

REVISION / REVIEW HISTORY

Revision / Review Date	Updated By	Summary of Revision / Review
November 2022	People and Culture	<ul style="list-style-type: none">▪ Updated format▪ Increased number of sick days paid at 100% from 6 to 10; ended temporary COVID-19 STSP policy▪ Adjusted # of sick days paid at 75%▪ Supersedes Short Term Sickness Plan policy Jan 1, 2022