

# Unpaid Leave of Absence Policy

POLICY #PC-02-18

FINAL

## PURPOSE

The purpose of this policy is to outline the eligibility criteria for OLG employees to take an unpaid leave of absence and the impacts to various benefits.

## APPLICATION AND SCOPE

This policy applies to OLG full-time and part-time employees only.

*Bargaining unit employees should refer to their specific collective agreement to determine their eligibility for an unpaid leave of absence.*

## POLICY STATEMENT

The Ontario Lottery and Gaming Corporation (OLG) recognizes that employees may require a leave from work for reasons not provided for in the Ontario Employment Standards Act, 2000 (ESA).

## REQUIREMENTS

### 1. Eligibility

- 1.1 In order for a full-time employee to be eligible for an unpaid leave of absence under this policy, the employee must have exhausted:
  - a) All available paid leaves (i.e., accrued vacation, MCO days, etc.); and
  - b) All applicable statutory leaves
- 1.2 Each request is considered on a case-by-case basis, taking into account business and operational considerations, including but not limited to, departmental needs and the duration of the leave requested.
- 1.3 OLG will make best efforts to approve requests made under this policy. However, OLG cannot guarantee that requests will be approved and reserves the right to decline an unpaid leave request under this policy in its sole discretion. Approval is required by the employee's manager and People and Culture.
- 1.4 Where possible, employee should submit their request for an unpaid leave of absence at least four (4) weeks prior to the requested start date of the leave. All requests must be in writing to be considered.

### 2. Limitations

- 2.1 An Unpaid Leave of Absence is not provided to permit an employee to work for another employer or engage in other business activities.
- 2.2 An Unpaid Leave of Absence is not provided as a substitute for, or to extend an approved statutory leave of absence.
- 2.3 The maximum duration of an Unpaid Leave of Absence is six (6) consecutive months. An unpaid leave of absence granted under this Policy must be taken in one consecutive period only.

### 3. Effects on Benefits

#### 3.1 Unpaid Leaves of Absences - Less than 30 Days (i.e., less than a full calendar month)

- 3.1.1 OLG will maintain benefit coverage as if the employee were still at work, provided the employee maintains his/her share of any applicable monthly premiums.
- 3.1.2 Employees will continue to accumulate vacation and MCO (if applicable) credits for the leave period.
- 3.1.3 Pension contributions (if applicable) will be calculated based on the employee's bi-weekly salary.
- 3.1.4 Public/paid holidays will be paid in accordance with the provisions outlined in the Public/Paid Holiday policy.

#### 3.2 Unpaid Leaves of Absences Greater than 30 Days

- 3.2.1 **Group Insurance Benefits:** During an approved leave without pay, employees have the option of maintaining their benefit coverage subject to the terms and conditions of the respective plans. For every full month of absence during the unpaid leave, employees are required to pay both the employee and employer share of premiums.
- 3.2.2 **Vacation Credits:** Employees are not eligible to earn vacation credits for any whole calendar month of absence subject to any applicable minimum statutory requirements.
- 3.2.3 **Pension:** Employees have the option of paying the applicable pension contributions (both employee and employer contributions) to maintain their pension, directly to the Ontario Pension Board.

Employees who decide **not** to maintain pension contributions during any leave period have the option to buy back the non-contributory service within twenty-four (24) months from the date they return to work, or the leave period ends. This is subject to the rules set out by the Ontario Pension Board and subject to change.

### ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITIES
<b>Employee</b>	<ul style="list-style-type: none"><li>▪ Submit written request for an unpaid personal leave of absence at least four (4) weeks prior to the requested start date of your leave, where possible.</li><li>▪ Understand your options for benefit and pension continuation.</li></ul>
<b>Manager</b>	<ul style="list-style-type: none"><li>▪ Review requests for unpaid leave of absence, on a case-by-case basis, considering business and operational needs.</li><li>▪ Engage HRBP upon receipt of employee's request for an unpaid leave of absence.</li></ul>
<b>People and Culture (HR Business Partners)</b>	<ul style="list-style-type: none"><li>▪ Ensure adherence to policy criteria noted above.</li><li>▪ In partnership with the Manager, review and approve requests for unpaid leaves of absence.</li></ul>

## RELATED POLICIES

- Vacation Policy
- Statutory Leaves Policy
- MCO Policy
- Short-term Sickness Plan (STSP) Policy
- Public and Paid Holidays Policy
- OLG Code of Business Conduct

## RELATED LEGISLATION

- Ontario Employment Standards Act, 2000

## POLICY OWNER

Senior Director, Rewards, Wellness, HR Systems and Reporting

## POLICY APPROVAL

Approver	Date
Senior Director, Rewards, Wellness, HR Systems and Reporting	December 9, 2022
SVP, People & Culture	September 2018

## REVISION / REVIEW HISTORY

Revision / Review Date	Updated By	Summary of Revision / Review
December 2022	People and Culture	<ul style="list-style-type: none"><li>▪ Expanded scope to include part-time employees</li><li>▪ Updated format</li><li>▪ Supersedes Unpaid Personal Leave of Absence Policy #HRPP04-14</li></ul>