

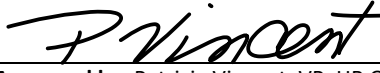


GUIDELINE

Leave Guideline



AUTHORITY SIGNATURES



Approved by: Patricia Vincent, VP, HR Operations & Employee Wellness

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Recommended by:

CONTROL SHEET

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1.0	Approved by SVP, People & Culture	July 1, 2020	Inaugural
1.1	Approved by SVP, People & Culture	November 5, 2021	Updated Statutory Holidays; Bereavement Leave and Leave Related to Death or Disappearance
1.2	Approved by VP, HR Operations & Employee Wellness	November 1, 2022	Updated entitlement for Contract Without Benefit Employees (alignment to the leave options provided for Contract With Benefit employees); Updated Bereavement Leave; Updated language to provide clarity in various sections

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1. PURPOSE AND SCOPE

1.1. PURPOSE

The purpose of this Guideline is to communicate the various leave types and programs available for employees. It reflects EDC's commitment to creating a work environment that is fair and equitable and demonstrates the value placed on employee health and wellness through practices that promote work-life balance by providing time for rest, relaxation or recuperation and for meeting personal or family commitments.

1.2. SCOPE AND APPLICATION

This Guideline applies to all EDC employees including employees seconded to an EDC Subsidiary.

All Permanent and Contract employees, provided the employee's remuneration is paid or administered in Canada as part of EDC's payroll, are eligible for leave in accordance with this Guideline. Specific leave entitlements for locally hired employees in EDC's Singapore office are detailed in the Singapore Leave Guideline. Eligibility for paid or unpaid leave is dependent on the provisions outlined below and must be read in conjunction with **Appendix A: Leave Eligibility Table**.

Permanent and Contract employees, working less than a full-time schedule of 37.5 hours per week ("Part-time employees" will have their leave, including Vacation Leave, Floater Days and Incidental Sick Leave prorated accordingly. Employees working less than a minimum of 15 hours per week on a regular basis (equivalent to a 40% work schedule) will not be eligible for all leave types.

In all cases, Permanent and Contract employees will be eligible for paid and unpaid leave as provided for in the ***Canada Labour Code (CLC)***.

1.3. CHANGE OF TERMS

EDC is entitled to change benefit offerings and related programs including the provisions of this Guideline, from time to time upon appropriate notice and as permitted within the confines of the ***CLC***.

2. GUIDELINE REQUIREMENTS

2.1. HOLIDAYS

2.1.1. Statutory and Civic Holidays

Pursuant to applicable legislation and this guideline, employees are entitled to the following paid Statutory and Civic Holidays:

- New Year's Day
- Good Friday
- Victoria Day
- Canada Day
- Civic Holiday*
- Labour Day
- National Day for Truth and Reconciliation
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day

*For employees that are designated as a remote worker or whose community hub or regional office is located in a province other than Quebec, the Civic Holiday is the first Monday in August. St. Jean Baptiste Day will replace the Civic Holiday for employees working at EDC offices located in Quebec.

Employees working outside Canada may be entitled to other statutory holidays as set out in the employment legislation of the country of employment.

When a Statutory Holiday falls on a weekend, the holiday shall be recognized on the next working day following.

Employees required to work on a Statutory Holiday will be compensated according to the **Overtime and On-Call Guideline**.

2.1.2. Floater Day

Permanent and Contract employees are entitled to two (2) paid Floater Days per calendar year. Part-time employees are entitled to two (2) prorated Floater Days per calendar year paid based on their regular scheduled hours of work.

Start date and completion of probation do not impact entitlement.

Floater Days are to be taken at any time during the calendar year it was granted, subject to management approval, otherwise they will be forfeited.

2.1.3. Corporate Holiday Schedule

Additional time off may be granted for the work days falling between Christmas and New Year's subject to annual approval of EDC's SVP People and Culture having regard to business and

customer demands. If such time off is approved, Permanent or Contract employees required to work during this period in order to fulfill essential services (as determined by their leader) may be granted equivalent time off at a later date.

Permanent and Contract employees who on the last work day immediately preceding Christmas are at work or on vacation or paid leave of a short duration such as incidental sick leave or Bereavement Leave, or those on an approved legislated leave that have indicated that the last work day immediately preceding Christmas will be their last day of scheduled leave, will be paid their regular wages as per their normal working schedule for those days. Employees on extended leave such as Short-Term or Long-Term Disability, Medical Leave or Family Care Leave will be paid in accordance with the applicable leave program.

2.2. VACATION LEAVE

EDC supports a healthy work-life balance and understands the importance of personal time off for the health and wellbeing of employees. Employees are encouraged to use their vacation annually for rest, relaxation and personal activities and as such are expected to schedule regular vacation time throughout the course of the year.

2.2.1. Vacation Leave Entitlement

Vacation Leave entitlement is determined by an employee's level, years of EDC service and if they are a Permanent or Contract employee.

Please refer to the **Vacation Entitlement Program Guide** for more information on eligibility and administration.

2.3. INCIDENTAL SICK LEAVE, SHORT TERM DISABILITY LEAVE, LONG-TERM DISABILITY LEAVE & MEDICAL LEAVE

An employee's attendance and productivity at work is important to the overall success of EDC. Regular and timely attendance is expected of every employee. Health issues may impact and employee's ability to maintain regular attendance, as such, EDC provides both paid and unpaid leave to facilitate a safe return to productive work.

2.3.1. Incidental Sick Leave

Incidental Sick Leave allows employees time for self-care, healing and to seek medical attention if required. Permanent and Contract employees are eligible for up to ten (10) paid Incidental Sick Leave days per calendar year. Employees hired on a contract of three months or less will have their Incidental Sick Leave allotment prorated to five (5) days. Permanent employees may be granted additional time through participation in the Incidental Sick Leave Program.

Please refer to the **Incidental Sick Leave Program Guide** for more information.

2.3.2. Short-Term & Long-Term Disability Leave

Paid Disability Leave provides eligible Permanent employees income replacement in the event that illness or injury prevents their ability to work over a prolonged period.

Please refer to the **Short-Term Disability** and/or **Long-Term Disability Program Guides** for more information.

2.3.3. Medical Leave

Employees not eligible for paid incidental sick leave or disability leave may be eligible for an unpaid medical leave of absence of up to 27 weeks. Eligibility for benefits, pension and service accumulation continue provided employee makes required contributions.

2.4. OTHER LEAVES

2.4.1. Paid Personal Leave (Special Leave)

Employees who are required to be absent from work for a valid personal reason not covered by any other provision of this Guideline may be granted a reasonable number of paid Personal Leave days with the prior approval of their leader, based on individual circumstances. All employees have the same right to request Personal Leave, however, the decision to grant Personal Leave may not be the same for all employees.

For Permanent and Contract employees, such leave may be for, but is not limited to:

- Family-related emergencies, or other urgent matters such as caring for the health of a family member or attending to items related to the education of a family member who is under 18 years of age
- Birth of a child (applies only in cases where maternity or parental leave is not taken immediately after the birth of the child)
- Employee's wedding
- Employee's Citizenship Ceremony
- Funerals not covered under Bereavement Leave

Generally, at leader's discretion and recognizing that in all cases, the minimum standards under the Canada Labour Code will be met, one (1) day may be granted for the above-mentioned occurrences, however, in the case of family-related emergencies, additional time up to five (5) days may be granted dependent on the nature of the emergency and if travel is required. If the family-related emergency requires a period of leave that exceeds five (5) days, employees should contact the Employee Care Centre to discuss what other leave options, paid or unpaid, might be applicable.

All Personal Leave must be promptly recorded in EDC's Leave Management System. Personal Leave is not intended to replace Sick Leave, Vacation Leave or any other leave provided by other EDC Programs.

Additional Unpaid Personal Leave may be granted with leader's approval as Leave Without Pay (Provision 2.6 of this Guideline).

In all cases, employees will be eligible for paid and unpaid leave as provided for in the ***Canada Labour Code***.

2.4.2. Bereavement Leave

For Permanent and Contract employees, up to 10 days of bereavement leave (five (5) paid and five (5) unpaid) will be granted in the event of the death of an employee's Immediate Family member. Employees are allowed the flexibility to take bereavement leave immediately following a death, or within 6 weeks of any funeral, burial or memorial service. Employees on critical illness leave or compassionate care leave are entitled to take bereavement following death of the family member they are caring for.

"Immediate Family" for the purposes of Bereavement Leave means:

- an employee's spouse or common-law partner,
- an employee's parent and the spouse or common-law partner of the parent,
- an employee's children and the children of an employee's spouse or common-law partner,
- an employee's grandchildren,
- an employee's brothers or sisters,
- an employee's grandfather or grandmother,
- the parent of an employee's spouse or common-law partner and the spouse or common-law partner of the parent, and
- any relative/ward of an employee who resides permanently with the employee, or with whom the employee permanently resides.

The above definition may be amended from time to time.

In addition, all EDC employees are entitled to eight (8) weeks of unpaid bereavement leave where: (i) the employee's or their spouse/common law partner's child dies; or (ii) the employee or their spouse/common law partner experience a stillbirth. This leave may be taken from the date of death/stillbirth until 12 weeks after the latest of the days on which any funeral, burial or memorial service. An employee in this situation may also be eligible for other types of paid leave and are encouraged to reach out to the Employee Care Centre for more information.

2.4.3. Community Service Leave

Community Service Leave of up to two (2) working days in each calendar year may be granted to eligible permanent employees for ongoing volunteer activities with an eligible charity under

EDC's Charitable Donations program. Such leave is at the discretion and with prior approval of their leader, based on EDC operational requirements (namely business needs of the team, group and/or customers). If approved, the employee will be paid their regular wages as per their normal working schedule.

These days are in addition to EDC's Community Investment Day.

2.4.4. Court or Jury Duty Leave

Leave for the period of time required to participate in a judicial proceeding as a witness, juror, or candidate in a jury selection process shall be granted by an employee's leader, and the following will apply:

- The employee's regular base salary shall be paid for the length of the jury selection and for actual service on a jury.
- When acting as a witness, paid leave will be granted if the matter is related to EDC business or if the employee has no vested interest in the case.
- Leave Without Pay (Provision 2.6 of this Guideline) will be granted if the employee has vested interest in the case.
- Monies paid to an employee by the courts must be remitted to EDC.

2.4.5. Religious Observances Accommodation

It is EDC's practice to make reasonable accommodations to allow employees to attend to religious duties, observances, and practice, wherever possible, with due consideration given to EDC's operational requirements.

EDC can accommodate employees' religious observances in several ways by:

- Allowing employees to use Vacation Leave Credits or Floater Days,
- Allowing flexible work arrangements or, modifying hours of work,
- Permitting employees to make up hours missed,
- Re-assigning some duties with employees.

If the above options are not feasible, Leave Without Pay (Provision 2.6 of this Guideline) may be approved.

2.4.6. Leave for Traditional Indigenous Practices

Leave Without Pay (Provision 2.6 of this Guideline) of up to five (5) working days in each calendar year shall be granted to employees who are an Indigenous person (Indian, Inuit or Métis) to engage in traditional Indigenous practices including hunting, fishing, harvesting or other practices that may be prescribed by regulation.

2.4.7. Leave of Absence for Members of the Canadian Reserve Force

Employees that are Members of the Canadian Reserve Force and require leave to participate in official military operations or in annual training are eligible for leave per Division XV.2 of the **Canada Labour Code**. Permanent employees are eligible for up to ten (10) paid days per calendar year. Additional time will be taken as Leave Without Pay (Provision 2.6 of this Guideline).

2.4.8. Leave of Absence for Victims of Family Violence

Employees who are the victim of family violence or who are a parent of a child who is a victim of family violence are eligible for leave in order to seek medical attention for themselves or their child, obtain support or seek assistance (including obtaining services from an organization which provides services to victims of family violence; to obtaining psychological or other professional counselling; or seeking legal or law enforcement assistance), prepare for or participate in any civil or criminal legal proceeding, relocate temporarily or permanently; or take any measure as prescribed by legislation.

Permanent and Contract employees are eligible for up to ten (10) paid days of leave.

An employee is not entitled to a leave of absence with respect to any act of family violence if the employee is charged with an offence related to that act or if it is probable, considering the circumstances, that the employee committed that act.

2.4.9. Leave Related to Death or Disappearance

An employee, whose child is under 25 years of age and has disappeared or died as a result of a probable crime under the **Criminal Code**, is eligible to take unpaid leave starting on the day on which the death or disappearance occurs and ending no later than 104 weeks after the day on which the death occurs, or 104 weeks after the day on which the disappearance occurs. If a missing child is found, then the leave of absence ends 14 days after the day on which the child is found, but no later than the end of the 104-week period.

An employee is not entitled to a leave of absence if the employee is charged with the crime or the child was 14 years of age or older at the time of the crime and it is probable, considering the circumstances, that the child was a party to the crime

For greater certainty, a leave under this section ends on the day on which the circumstances are such that it is no longer probable that the death or disappearance was the result of a crime.

2.4.10. Leave for Political Activity

Leave Without Pay (Provision 2.6 of this Guideline) may be granted to employees for political activity upon authorization by the CEO.

Please refer to the **Political Activity Guideline**.

2.4.11. Additional Statutory Leave

Employees may be eligible for additional statutory leave as provided for under the ***Canada Labour Code***, that may not be otherwise outlined in this **Leave Program Guideline**. In all cases, employees will be eligible for paid and unpaid leave as provided for in the ***Canada Labour Code***.

2.5. FAMILY CARE LEAVE

EDC recognizes the importance of family and as such offers Family Care Leave to provide employees time and support to balance their work and family obligations.

2.5.1. Maternity, Parental and Adoption Leave

EDC provides leave to employees welcoming a new child into their family and encourages employees to take time to bond and care for their child.

Please refer to the **Maternity, Parental and Adoption Leave Program Guide** for more information.

2.5.2. Compassionate Care and Family Caregiver Leave for Adult and/or Child

Employees facing a family related emergency where a family member requires extended care or support are encouraged to take the time they require to be there for their loved one.

Please refer to the **Compassionate Care and Family Caregiver Leave for Adult and/or Child Program Guide** for more information.

2.5.3. Top-Up-Benefit

A top-up benefit will be provided to Permanent employees on Family Care Leave who meet the eligibility requirements and sign a Family Care Leave Allowances Agreement.

2.5.4. Return to Work

Permanent employees who return to work, and eligible Contract employees who return to work prior to the expiry of their contract, will be reinstated in their former position or in specific circumstances in a comparable position.

2.6. LEAVE WITHOUT PAY (LWOP)

A leave of absence without pay (“LWOP”) may be granted in the following circumstances:

- leave for personal purposes (including accommodating an employee’s religious observances, traditional Indigenous practices, or leave of <20 days (including 10 Paid Personal Days) to serve in the Reserve Forces);
- leave to extend a Family Care leave;
- leave with a direct benefit to EDC; or
- leave for Political Activity
- leave to serve in Canadian Reserve Force (>20 days)

An employee interested in a LWOP shall submit a written request to their leader at least thirty (30) business days prior to the requested LWOP start date. An employee’s request for a LWOP to extend a statutory leave should be addressed with their leader and HR Business Partner prior to the employee’s departure.

Each request will be reviewed and evaluated in a fair and thorough manner, having regard to the employee’s needs and EDC operational requirements at the time. An employee with Banked Vacation Leave Credits must use all their Banked Vacation Leave Credits before being granted a LWOP, except for Leave for Political Activity or Reserve Force Leave in which case, the LWOP will begin immediately following the employee’s last day of work.

EDC will advise the employee whether the LWOP request has been approved as soon as reasonably possible. The terms and conditions of an approved LWOP shall be set out in writing prior to the start of the LWOP.

Employees are responsible for understanding the impact of a LWOP on benefits coverage, pensionable service, variable incentive pay and related matters as outlined in Table 1 below, before the start of the LWOP. Employees should reach out to Employee Care if they have any questions.

Table 1: LWOP Authorizations and Entitlements

Type of LWOP	Unpaid Personal Leave	Family Care Leave One Time Extension	Leave with Direct Benefit to EDC	Leave for Political Activity	Reserve Force Leave
Length of LWOP	Up to 20 Business Days	Minimum 1 Month (21 Business Days) and Maximum 6 Months	Minimum 1 Month (21 Business Days) and Maximum 6 Months	Minimum 1 Month (21 Business Days)	For Leaves ≥ 21 Business Days

Type of LWOP	Unpaid Personal Leave	Family Care Leave One Time Extension	Leave with Direct Benefit to EDC	Leave for Political Activity	Reserve Force Leave
				and Maximum to be determined ¹	
Authorization	Leader with notice to Employee Care	Leader and applicable Vice President	Leader, applicable Group Executive and Director, Total Rewards & Wellness based on written business case which sets out the benefit to EDC and a clear plan for employee's return.	CEO	Leader and applicable Group Executive and Director Total Rewards
Job Guarantee	Yes	Yes	No	Yes	Yes
Group Benefits	Continue ²	Terminate effective at midnight the last day of initial statutory leave.	Terminate effective at midnight the last day of work.	Terminate effective at midnight the last day of work.	Terminate effective at midnight the last day of work.
Pension	<p><u>DB members:</u></p> <ul style="list-style-type: none"> • Membership in DB pension plan continues. • No pension contributions during period of leave. • No pensionable service accrual. • No buy back of service allowed. <p><u>DC members:</u></p> <ul style="list-style-type: none"> • Membership in DC pension plan continues. • Both employee and employer contributions cease during the period of leave. • No buy back allowed. 				
Service	No accrual				
Vacation Leave Credits	No accrual				

¹ Employees must provide 30 days of notice if returning early from the leave

² EDC's health and dental benefits (including Out-of-Country coverage) will not cover any claims resulting from or associated with service in the Reserve Forces. In the case of Reserve Forces Leave, Out-of-country coverage is subject to a \$100,000 maximum.

Type of LWOP	Unpaid Personal Leave	Family Care Leave One Time Extension	Leave with Direct Benefit to EDC	Leave for Political Activity	Reserve Force Leave
Incentive Pay Program	<p>May receive incentive payment when paid by EDC.</p> <p>If employee’s total period of absence is greater than twenty (20) business days in a calendar year, incentive pay will be prorated from the 21st day of leave for the year to which the incentive pay relates.</p> <p>For more information, please refer to Corporate Incentive Pay Program on Livewire.</p>				

3. PROCESS

Processes pertaining to each Leave Program are outlined in Section 7 - Other Related Documents.

Upon EDC’s request, the employee shall provide satisfactory documentation, as determined by EDC, to support their requested leave, unless such documentation is not required to be provided pursuant to legislation in order for the employee to be granted the leave.

4. ROLES AND RESPONSIBILITIES

The **Leave Guideline** was initially approved by the SVP, People and Culture.

The VP, HR Operations and Employee Wellness shall be the Owner of this Guideline. The Guideline Owner shall have overall accountability for its execution and effectiveness, as well as for its development, implementation and maintenance.

The Guideline Owner shall be the Guideline Monitor unless the Guideline Owner delegates his or her roles and responsibilities as Guideline Monitor to an alternative and credible person.

Internal Audit may perform periodic independent audits and provides an objective review of the effectiveness of the design and implementation of this Guideline.

Stakeholder responsibilities associated with the execution of the **Leave Guideline** are outlined in Table 2: Roles and Responsibilities.

Table 2: Roles and Responsibilities

RESPONSIBILITY	
SVP, People & Culture	<ul style="list-style-type: none"> Has overall accountability for this Guideline unless otherwise indicated in the HR Approval Authorities outlined in the HR Policy.
Vice-President, HR Operations and Employee Wellness	<ul style="list-style-type: none"> Has overall responsibility for this Guideline unless otherwise indicated in the HR Approval Authorities outlined in the HR Policy. Approves any exceptions to this Guideline as outlined in the HR Approval Authorities in the HR Policy.
Director Total Rewards & Wellness	<ul style="list-style-type: none"> Approves exceptions to this Guideline as outlined in the HR Approval of Authorities in the HR Policy.
Total Rewards & Wellness Team	<ul style="list-style-type: none"> Manage leave program. Provide tools and systems to manage leave. Ensure regular and complete communications with employees. Respond to applicable policy issues and make recommendations for changes as required. Ensure leave program is competitive and adheres to applicable legislation.
Employee Care	<ul style="list-style-type: none"> Answer questions about this Guideline. Administer leave programs in accordance with this Guideline and related programs, processes and guides.
Leaders	<ul style="list-style-type: none"> Authorize leave based on this Guideline, related programs and operational requirements. Co-ordinate and pro-actively develop vacation schedules with employees. Monitor usage of all types of leave. Ensure accurate attendance reporting. Consult as needed with Human Resources.
Employees	<ul style="list-style-type: none"> Attend work regularly and in a punctual manner. Promptly notify their Leader of any absences from work or leave to be taken from work by entering the request in the self-serve Time & Leave system. Verify their Employee Leave Summary and report inaccuracies.

RESPONSIBILITY

- Use, with the agreement of their Leader, their leave entitlements in accordance with this Guideline and in the case of Vacation Leave, subject to the Vacation Leave Balance Limit.

5. REVIEWS AND REVISIONS

This **Leave Guideline** shall be reviewed and recommended for approval every three years, at a minimum. Trigger events for off-cycle reviews may include:

- Introduction and/or changes to applicable legislation, or
- Development and/or updates to other relevant EDC Policies.

Roles and responsibilities with regard to approval, revision and/or rescinding of the **Leave Guideline** shall be as follows:

Table 3: Reviews and Revisions

Inaugural Approval and Rescindment	Approval of Changes	Approval Cycle
SVP, People & Culture	VP, HR Operations and Employee Wellness	Every three years

6. ESCALATION AND EXCEPTIONS

At a program level, the HR Group shall monitor compliance with the **Leave Guideline** and identify, monitor and remediate issues. Significant issues shall be escalated to the Guideline Owner in a timely manner.

Any exceptions or instances of non-compliance to the Guideline shall be escalated to the SVP People & Culture for resolution or approval. Requests for exceptions to this Guideline must:

- Identify the applicable sections(s) of the Guideline to which each exception applies;
- Assess the risk(s) that arises from the proposed exception(s);
- If applicable, outline the appropriate controls to mitigate the risks; and
- Specify the review date or effective period of the exception, if applicable.

7. OTHER RELATED DOCUMENTS

Additional documents related to the Leave Program Guideline include:

- **HR Policy**
- **Overtime and On-Call Compensation Guideline**
- **Vacation Entitlement Program Guide**
- **Incidental Sick Leave Program Guide**
- **Short-term Disability Program Guide**
- **Long-term Disability Program Guide**
- **Maternity, Parental & Adoption Leave Program Guide**
- **Compassionate Care, Family Caregiver Leave for Adults and Family Caregiver Leave for Children Program Guide**

8. EFFECTIVE DATE

Following approval by the VP, HR Operations & Employee Wellness, the **Leave Guideline** shall become effective November 1, 2022.

9. DEFINITIONS

Table 4: Definitions

Terminology	Definition
Canada Labour Code	An Act of the Parliament of Canada to consolidate statutes respecting labour. It applies to those industries in which the federal government has jurisdiction instead of the provincial governments.
Contract Employee	Employees having a contract with EDC for a defined term. For purposes of clarity, Contract employees do not include independent consultants who invoice EDC for services rendered.
Permanent Employee	Employees hired by EDC who does not have a set end date for employment. This includes both Full-time (working 37.5 hours per week) and Part-time (working less than 37.5 hours per week) employees.
Top-Up Benefit (TUB)	The top-up benefit is supplemental income which represents the difference between the applicable federal or provincial employment insurance benefit payable and the percentage of income that EDC wants to ensure the employee receives during the specified Family Care Leave.

APPENDIX A: LEAVE ELIGIBILITY TABLE

The below table must be read in conjunction with **Leave Program Guideline** provisions and applicable Program Guides to determine eligibility for paid and unpaid leave.

Leave Category	Leave	Permanent & Contract Employees	
		Paid Days	Unpaid Days
Holidays	Statutory & Civic Holidays	11	-
	Floater Days	2	-
	Corporate Holiday Schedule (Upon Annual SVP People & Culture Approval)	Up to 3	-
Vacation	Vacation	See Vacation Program Guide	-
Leave for Medical Reasons	Incidental Sick Leave *Employees hired on a contract of 3 months or less are entitled to 5 days for the duration of their contract	10*	-
	Short-term Disability (Applies to Permanent Employees only)	26 weeks	-
	Long-term Disability (Applies to Permanent Employees only)	See LTD Program Guide	-
	Medical Leave	-	27 weeks
Other	Personal Leave Amount provided for under CLC. Additional time may be granted upon leader's approval)	3	2
	Bereavement Leave (*Additional time may be granted, see Bereavement Leave section in this guideline for details)	5	5*

Leave Category	Leave	Permanent & Contract Employees	
		Paid Days	Unpaid Days
	Community Service Leave (Applies to Permanent Employees Only)	2	-
	Leave for Court or Jury Duty	As Required (upon payment of Court Pay to EDC)	As Required
	Religious Observances Accommodation	-	As Required upon Leader's Approval
	Leave for Traditional Indigenous Practices	-	5
	Leave for Members of Canadian Reserve Force	10	24 Months
	Leave for Victims of Family Violence	10	-
	Leave Related to Death or Disappearance	-	104 Weeks
	Leave for Political Activity	-	As Required upon CEO Approval

Leave Category	Leave	Permanent & Contract Employees	
		Paid Days	Unpaid Days
Family Care Leave	Maternity, Parental and Adoption Leave *Program Guide Contains Top Up Benefit Eligibility Requirements for Permanent Employees. Contract Employees are not eligible for Top Up Benefits.	*See Program Guide	See Program Guide
	Compassionate Care and Family Caregiver Leave for Adult and/or Child *Program Guide Contains Top Up Benefit Eligibility Requirements for Permanent Employees. Contract Employees are not eligible for Top Up Benefits.	*See Program Guide	See Program Guide
Leave Without Pay	Unpaid Personal Leave; Family Care Leave – One Time Extension; Leave with Direct Benefit to EDC; and Leave for Political Activity	-	See Leave Program Guideline Provisions