

# Canada Leaves of Absence and Disability Guide

## DCS Employees

AECOM's **Leave of Absence** and **Disability** program allows you to take time away from work to care for yourself or your family members. Learn more about the different types of leaves offered by AECOM and how you can prepare for, transition to and return from your leave.

This guide applies to regular full-time and regular part-time DCS employees who are classified as working a minimum of 20 hours per week.

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# Overview of the Types of Leave

Leave Type	Leave Description	What You Pay for Benefits	How You Pay for Benefits	Required Documentation	Timesheet Instructions
<b>Bereavement Leave*</b>	Upon the death of an eligible family member, you will be eligible to receive up to 5 days of Bereavement Leave, 3 days of which will be paid and 2 days of which will be unpaid.	Your portion of your benefit contributions	Regular paycheque deductions	None	Timesheet must be completed.  Fringe Project #: 04001001 Task: 20 Type: Compassionate Leave
<b>Civic Duty*</b>	If you are summoned to serve as a juror or witness, you will be eligible to receive your regular daily pay for a maximum of 10 working days.	Your portion of your benefit contributions	Regular paycheque deductions	None	Timesheet must be completed.  Fringe Project #: 04001001 Task: 30 Type: Jury Duty
<b>Disability Leave*</b>	<p>Short-Term Disability: provides 67% or 75% of your base pay up to a maximum of 17 weeks (16 weeks of STD benefits and 1 week waiting period) if you suffer an illness or injury that prevents you from performing your regular job functions. The percentage of STD benefits you receive will depend on the selections made during Open Enrolment. You can review your coverage at <a href="https://www.aecombenefits.com">AECOMBenefitsOnline.com</a>.</p> <p>Long-Term Disability: provides 70% of the first \$2,000 of your monthly pre-disability pay, 55% of the next \$1,500 of your monthly pre-disability base pay, and 45% of your base pay up to a maximum of \$12,000. Basic and enhanced (3% annual cost of living adjustment) options available.</p>	Your portion of your benefit contributions	Direct billing arrangement through the AECOM Benefits Service Centre**	<p><b><u>Plan Member Statement</u></b></p> <p><b><u>Attending Physician Statement</u></b></p> <p>Contract: 83975 Employee ID: Workday (&gt;Ecosystem &gt;Workday Link &gt;Profile page or as indicated on your Sun Life health card)</p>	Timesheet must be completed during the 5-day waiting period  After the 5-day waiting period, you are NOT required to complete your timesheet. Please refer to additional timesheet instructions on <b>page 6</b>

\* For additional information, please refer to the Employee Handbook, which is available on Ecosystem.

\*\* You will receive a letter in the mail 10 – 15 days after the start of your leave of absence with instructions for payment.

## Overview of the Types of Leave (continued)

Leave Type	Leave Description	What You Pay for Benefits	How You Pay for Benefits	Required Documentation	Timesheet Instructions
<b>Family Responsibility and Compassionate Care Leave*</b>	Provides up to 3 days of paid leave per event to care for an immediate family member who is diagnosed with an illness or injury that is defined as life threatening, or for such other reasons as defined in the applicable provincial employment standards legislation.	Your portion of your benefit contributions	Regular paycheque deductions	None	Timesheet must be completed.  Fringe Project #: 04001001 Task: 20 Type: Compassionate Leave
<b><u>Maternity Leave</u></b>	Birthing mothers are eligible for an Employment Insurance (EI) or Quebec Parental Insurance Plan (QPIP) top up benefit of 100% base pay up to a maximum of 15 weeks.	Your portion of your benefit contributions	Direct billing arrangement through the AECOM Benefits Service Centre**	Leave of Absence Request Form (available on Ecosystem)  Quebec: one EI statement showing the gross amount received  Non-Quebec: first two weekly EI statements showing the gross amount received	You are NOT required to complete your timesheet
<b><u>Parental Leave</u></b>	Non-Quebec: Biological and adoptive parents are eligible to receive an EI top up benefit of 100% base pay for up to a maximum of 7 weeks.  Quebec only: Biological and adoptive parents in Quebec are eligible for a QPIP top up benefit of 100% base pay for a maximum of 4 weeks.  Paternity and parental leave must be completed in consecutive order to receive the maximum top up benefit.	Your portion of your benefit contributions	Direct billing arrangement through the AECOM Benefits Service Centre**	Leave of Absence Request Form (available on Ecosystem)  Quebec: one EI statement showing the gross amount received  Non-Quebec: first two weekly EI statements showing the gross amount received	You are NOT required to complete your timesheet

\* For additional information, please refer to the Employee Handbook, which is available on Ecosystem.

\*\* You will receive a letter in the mail 10 – 15 days after the start of your leave of absence with instructions for payment.

## Overview of the Types of Leave (continued)

Leave Type	Leave Description	What You Pay for Benefits	How You Pay for Benefits	Required Documentation	Timesheet Instructions
<b>Paternity Adoption Leave*</b>	<p>Non-Quebec: Biological fathers and adoptive mothers and fathers are eligible to receive salary continuance (100% base pay) for up to a maximum of 2 weeks.</p> <p>Quebec only: Biological fathers and adoptive mothers and fathers in Quebec are eligible to receive QPIP top up benefit of 100% base pay for a maximum of 5 weeks.</p> <p><b>Paternity and parental leave must be completed in consecutive order to receive the maximum top up benefit.</b></p>	Your portion of your benefit contributions	Direct billing arrangement through the AECOM Benefits Service Centre**	<p>Leave of Absence Request Form (available on Ecosystem)</p> <p>Quebec: one EI statement showing the gross amount received</p> <p>Non-Quebec: first two weekly EI statements showing the gross amount received</p>	<p>Non-Quebec employees must complete a timesheet.</p> <p>Use Fringe Project #: 04001001, Task 20 Compassionate Leave and insert "Parental Leave Program" in the comment box.</p> <p>Quebec employees are NOT required to complete timesheet</p>
<b>Personal Emergency Leave*</b>	Varies according to province. Please review the Employee Handbook (available on Ecosystem) for additional details.	Your portion of your benefit contributions	Regular paycheque deductions	None	Timesheet must be completed
<b>Personal Leave*</b>	Provides regular full time, regular part time, temporary or on-call employees with a temporary, unpaid leave of absence for special circumstances for a maximum of 120 days.	Full premiums for health, dental, life and AD&D. Please note that you will not be eligible for disability insurance or company contributions to the AECOM Retirement and Savings plan.	Direct billing arrangement through the AECOM Benefits Service Centre**	Leave of Absence Request Form (available on Ecosystem)	You are NOT required to complete your timesheet

\* For additional information, please refer to the Employee Handbook, which is available on Ecosystem.

\*\* You will receive a letter in the mail 10 – 15 days after the start of your leave of absence with instructions for payment.



## Important notes

All leaves are administered in accordance with the applicable provincial employment standards legislation where you work.

All work-related illness or injury must be reported to the Safety, Health & Environment Department immediately. Work-related illnesses or injuries should not be reported to the Benefits Department.

To receive your STD benefits for the Coronavirus, please send the **Plan Member Statement** and **confirmation of illness form** along with your positive COVID-19 test result to Sun Life. Your physician **will not** have to complete the Attending Physician Statement. You will also need to complete and return the STD Request Form (on Ecosystem) to **Katy Veilleux** and notify her of your positive COVID-19 test result.

## Tips for a successful leave of absence

### Checklist for starting a leave of absence:

- ☐ Learn more about the resources available to you for **Leave of Absences and Disability Benefits**.
- ☐ Notify your manager as soon as possible or at least 30 days prior to your leave start date.
- ☐ For Maternity, Paternity, Parental or Personal Leave, submit the Leave of Absence Request Form (available on Ecosystem) to **loa@aecom.com** (all provinces except Quebec) or **Katy Veilleux** (Quebec).
- ☐ For Short-Term Disability (STD), submit the STD Request Form (available on Ecosystem) to **Katy Veilleux** and submit the **Plan Member Statement** and **Attending Physician Statement** to Sun Life (via fax number indicated on the forms or email: **groupdisabilityscanning@sunlife.com** and **GB.Disability.Claims@SunLife.com**).
- ☐ To ensure you are paid and your benefits continue after your leave is approved, please make sure you submit all of the required documentation noted above.

### Applying for Employment Insurance (EI)

- ☐ Payroll will submit your Record of Employment (ROE) to Service Canada electronically after your last day paid. If you need a copy of the ROE you can email **PayrollCanada@aecom.com**. Your ROE will be submitted according to the pay date schedule.

# Getting paid during the 5-day STD waiting period

To receive pay during the 5-day STD waiting period, you should code your timesheets with vacation time as noted below. Please note that disability payments are made by AECOM's disability administrator, Sun Life, and therefore, require you to submit your timesheet for the 5-day STD waiting period.

	Workday Project	Workday Task	Workday Type
Vacation Code	04001001	10 – Vacation	Vacation

If you are an employee in the province of Quebec or British Columbia, you must use your legislated paid sick days first (balances are available in Workday).

Legislated Paid Sick Days*	Workday Project	Workday Task	Workday Type
<b>BC:</b> 40 hours <b>QC (AECOM Consultants Inc.):</b> 15 hours <b>QC (AECOM Canada Ltd.):</b> 16 hours (at least 3 months of service)	04001001	100 – Sick	Sick Pay

\* Based on legislative requirements



## WHY CAN'T I USE SICK TIME AFTER THE 5-DAY WAITING PERIOD?

During the 5-day STD waiting period, you can use vacation time or sick time (as noted above) to receive pay from AECOM. Starting on day 6 of your STD leave, Sun Life will become the source of your STD payments. It is important that you do not use sick leave or vacation after the 5-day STD waiting period as it will reduce the disability benefit amount you receive from Sun Life.

## Paying for your benefits

- Within 10 – 15 days of your leave start date, you will receive a letter in the mail from the AECOM Benefits Service Centre to provide banking details for the payment of your benefit premiums and Defined Contribution Pension Plan (DCPP) contributions while on leave.

## Changing your benefits while on leave

- For Maternity, Paternity/Adoption and Parental Leaves, you may be eligible to make changes to your benefits within 31 days of the birth of your child, provided you register your life event.
  - To register your life event, log on to **AECOMBenefitsOnline.com**. Click the “Enrol” button under the “Need to make a life event change?” box on the main page or call the AECOM Benefits Centre at 833.411.5520 (toll-free Monday to Friday from 8 a.m. to 8 p.m. ET) for assistance. Otherwise, you will not be permitted to make changes until the next enrolment.
- Employees on STD or LTD cannot make changes to their benefits elections unless they have a qualifying life event or return to work.

## When you return to work

- Reactivate your Workday profile by notifying **loa@aecom.com** (for parental, maternity and paternity leaves outside Quebec) or **Katy Veilleux** (for all disability leaves in Canada and personal, parental, maternity and paternity leaves in Quebec). You will not be able to complete timesheets until your profile is reactivated. Please also note that due to system updates, there may be a slight delay (no more than 24 hours) between reactivation of your Workday profile and when you can submit your timesheet.



### STD CLAIM GUIDE AND FORMS

See the **STD Plan Member Package** for: **Plan Sponsor Name:** AECOM Canada Ltd.

- Claim Guide
- Plan Member's Statement
- Attending Physician's Statement

**Contract:** 83975