

MEMORANDUM

DATE: March 25, 2022

TO: All Employees

FROM: Senior Leadership Team

RE: Pregnancy and Parental Leave Supplemental Top-up Benefit Program Introduction

Throughout TRCA's ongoing employee engagement journey, TRCA's Senior Leadership Team (SLT) has heard from staff about the importance of implementing a supplemental pregnancy and parental leave top-up program. Over the past year, we completed an environmental scan of our comparators, reviewed plan options and their related financial implications and recommended plan improvements to our Board of Directors.

Earlier today, the Board of Directors unanimously approved the recommended plan, which includes the following elements, to be embedded into TRCA's Paid Time Off policy:

Pregnancy Leave Supplemental Top-up Benefit:

- Full-time (permanent) employees who are employed with TRCA for at least 13 weeks and who are eligible and in receipt of maternity benefits under the Employment Insurance Act (providing required proof), will be eligible for a supplemental top-up benefit to aid in supplementing their income while on pregnancy leave.
- For the first 15 weeks of the pregnancy leave, TRCA will pay a top-up equal to the difference between the employment insurance (EI) maternity benefit, plus any other earnings received by the employee during the pregnancy leave, and 75% of the employee's normal gross weekly earnings.
- During the 1-week EI waiting period (week 1 of 15 eligible for supplemental top-up), TRCA will pay the employee 75% of their normal gross weekly earnings.

Parental Leave Supplemental Top-up Benefit:

- Full-time (permanent) employees who are employed with TRCA for at least 13 weeks and who are eligible and in receipt of parental benefits under the Employment Insurance Act (providing required proof), will be eligible for a supplemental top-up benefit to aid in supplementing their income while on parental leave.
- For the first 10 weeks of the parental leave, TRCA will pay a top-up equal to the difference between the employment insurance parental benefit, plus any other earnings received by the employee during the parental leave, and 75% of the employee's normal gross weekly earnings. Note, for employees who opt to take more than 35 weeks of parental leave (up to ESA approved 63 weeks), the

supplemental top-up benefit will still be made for the first 10 weeks, however, payment will be calculated without regard to any election by the employee to receive extended EI parental benefits payable based on 33% of insurable earnings. In all cases, the parental supplemental top-up benefit shall be calculated by deeming the employee to have elected to receive standard EI parental benefits (based on 55% of insurable earnings).

- If an employee has not taken pregnancy leave prior to taking parental leave, then during the 1-week EI waiting period, TRCA will pay 75% of their normal gross weekly earnings (week 1 of 10 eligible for top-up).
- Notwithstanding the above, and for greater certainty, an employee who has taken pregnancy leave and received the 15 weeks of top-up benefits referred to above and who then takes parental leave will receive the 10 weeks of parental leave top-up benefit starting the first week immediately following the end of the last week the employee was eligible for pregnancy leave top-up such that there is no “gap” in the parental leave and pregnancy leave top-up payments under this Policy. In no case will the employee receive more than the maximum combined pregnancy leave and parental leave top-up available under this Policy.

The costing of the program’s implementation is included in TRCA’s 2022 budget, which will be reviewed by the Board of Directors on May 20, 2022, making the effective date of the pregnancy and parental leave supplemental top-up benefit implementation **June 6, 2022**.

We wanted to take this opportunity to celebrate this achievement and reiterate the importance of the annual employee engagement survey, which will be coming out on **April 4, 2022**, as your insights directly impact how TRCA invests in employees and programs to support the overall success of the organization.

If you have any questions about the supplemental top-up benefit, please reach out to Human Resources via email at hr@trca.ca.