



PREGNANCY AND PARENTAL LEAVE POLICY

Michaels of Canada LLC

Michaels is committed to assisting Team Members in welcoming a new child into their family. Michaels complies with all legislated requirements relating to Pregnancy and Parental LOAs.

Pregnancy Leave

Team Members across Canada may take advantage of Pregnancy Leave and Parental Leave. These LOAs vary by province in terms of how long they are, how long a Team Member must have worked for Michaels before being eligible to take the LOAs, how much notice must be given, and when they may start and end. For the details that apply in your province, please refer to the chart below.

Pregnancy Leave is defined as the total time off work, before and after the birth of a child that includes a health-related portion. Pregnancy LOAs allow a Team Member to be absent without pay for a period not to exceed the provincial maximum shown in the chart.

This LOA may only be taken by a pregnant Team Member who has worked for Michaels long enough to satisfy the provincial requirement. This service requirement ranges from none in several provinces, to 12 months of continuous service.

A Team Member must apply for Pregnancy LOA using the LOA Procedure and, outside of an emergency situation, must apply and provide any medical documentation far enough in advance of her estimated due date (“EDD”) to satisfy the rules in her province. In the absence of a provincial notice requirement, Michaels asks that the Team Member provide as much notice as possible, with a minimum of two weeks. As part of her application for Pregnancy LOA, a Team Member will be required to provide her EDD, the date on which she intends to start her Pregnancy LOA, and her anticipated date of return to work.

If a Team Member has to stop working earlier than expected (for example, because of complications caused by the pregnancy), they will have a window of time in which to retroactively provide notice of when the LOA began or will begin. If she has stopped working due to an illness or a pregnancy complication, the Team Member may not have to start her Pregnancy LOA when she stops working. In that case she may be able to treat the time away from work as sick time. Depending on the province, she may be able to request a Personal Health LOA before transitioning to Pregnancy LOA. If this kind of LOA is not available to her she may use accrued sick days prior to her Pregnancy LOA. In these cases the Team Member will be required to provide medical documentation stating that she was unable to perform the duties of her position because of the complication.

Each province has different rules that govern the timing of Pregnancy LOAs. Pregnancy leaves will start no sooner than the date provided in the chart below and there is a date by which the LOA must start. For example, In Alberta, Pregnancy LOAs start no earlier than 12 weeks before the EDD and no later than the date of birth (“DOB”) of the child. There is also a date by which Pregnancy LOA must be completed.

Once a Pregnancy LOA has been approved, the leave may start early (for example if the baby arrives before the EDD), but the LOA start date may not be delayed to a later date

without authorization. Team Members on LOA may return early or extend their leave with sufficient notice.

In some provinces, Team Members whose partners are birthing mothers may have the right to take a LOA akin to a Paternity Leave. Please check the chart to determine where this is applicable.

Miscarriage and Stillbirth:

There are provinces that follow special LOA rules in the case of miscarriage and stillbirth. Please check the chart provided to determine if your province is one of these.

In general, if a Team Member suffers a miscarriage or stillbirth more than a set period of time prior to her EDD, she may not be eligible for a Pregnancy LOA. If she has a miscarriage or a stillbirth within the period of time prior to her EDD in which she would have been eligible to begin a Pregnancy LOA she will still be able to take the LOA, commencing no later than the date of the miscarriage or stillbirth. She may be required to provide medical documentation.

Parental leave

Each Team Member who becomes a new parent, which includes birth parent, adopting parent, and a person in a relationship with a parent of a child, has the right to take a Parental LOA when a child is born or first comes into their care.

The service requirement to be eligible for this LOA vary by province (please see the chart below), as do the maximum duration of the LOA and the rules regarding timing and changes to timing.

Birth mothers who take Pregnancy LOA are entitled to take Parental LOA, though this may reduce the amount of time that may be taken for Parental LOA. Typically, if a mother takes a Pregnancy LOA, their Parental LOA begins right after their pregnancy leave ends. Birth mothers who do not take Pregnancy LOA will typically have the same right to Parental LOA as other parents. When the LOA may start and when it must finish depends on the province in which the LOA takes place. If Parental LOA is not taken directly following the birth or placement of the child, Michaels operational needs will be taken into consideration as well as the needs of the Team Member.

As with other LOAs, there are provincial rules that provide the required notice period for Parental LOAs. These apply to both birth and adoptive parents, and both may be changed in the face of emergencies or situations in which the child comes into their care sooner than anticipated.

It should be noted that, if both parents are Team Members, they do not have to take their Parental LOA at the same time, i.e. the LOAs do not have to overlap.

Where both parents are Team Members, they may share the Parental LOA and maximum combined LOA periods may apply. The new parents may be granted LOA at the same time, subject to operational requirements.

A Team Member who has a miscarriage or stillbirth, or whose spouse or partner has a miscarriage or stillbirth, is not eligible for parental leave.

The Federal *Employment Insurance Act* provides eligible Team Members with benefits that may be payable to the Team Member during a Pregnancy or Parental LOA. If a Team Member is considering taking a Pregnancy or Parental LOA it is important that they educate themselves on their rights to government benefits. To obtain information on this subject, Team Members should contact Service Canada.

Other benefits may be available, depending on province and it is the responsibility of the Team Member to ensure that they know what is available. For example, under the Québec Parental Insurance Plan, a Team Member who is absent from work after the birth of a child or adoption may be eligible for benefits. For more information, Team Members should contact the Centre de service à la clientèle of the Ministère de l'Emploi et de la Solidarité sociale at 1-888-610-7727.