

The **Province of Alberta** has passed a Paid Vaccination Leave law to provide paid time off to employees who miss work due to obtaining a COVID-19 vaccination. Please provide the below communication regarding the details to employees who work in Alberta. The ability to use Paid Vaccination Leave shall be applicable until further notice.

- **Audience:** All employees who work in **Alberta**
- **Requested Communication Timing:** Please share ASAP
- **Alberta Employee Action Requested:** Read the communication immediately.

*****Paid

Vaccination Leave for Alberta

The **Province of Alberta** has passed legislation that requires Luxottica to provide Paid Vaccination Leave to employees who miss work to obtain a COVID-19 vaccination. This legislation is effective April 21, 2021 and remains in effect until further notice.

Please familiarize yourself with the information below, detailing Alberta’s Paid Vaccination Leave law.

- **Eligibility**
All employees who work in Alberta.
- **Paid Vaccination Leave Use & Amount**
Employees are eligible for a paid leave of absence, **up to three (3) hours**, per COVID-19 vaccine injection.
- **Other Terms and Conditions.**
 - Discrimination or retaliation against any employee who exercises his or her rights under this law is prohibited.
 - A copy of this policy will be posted on the COVID-19 page on HR Solutions.
 - Employees should provide reasonable advance notice of their vaccination appointment and intent to use Paid Vaccination Leave to their manager. If this is not possible, employees must communicate the need to their manager as soon as practicable.
 - To receive paid vaccine leave, employees will be required to show sufficient proof of vaccination to their manager. Proof of vaccination may include a vaccination card, doctor’s note or document that reflects the date of the vaccination; however, an employee is not required to provide a medical certificate or record of immunization as verification.
 - Following receipt of their final vaccine dose, it is requested that employees submit a copy of their vaccination card via Luxottica’s confidential [Vaccination Portal](#).
- **Manager Action Required**
If an employee requests to use Paid Vaccination Leave, verify the amount of time that the employee missed work to obtain the vaccine injection and code the time away from work using the “**COVID Vaccine**” pay code. It will appear on the employee’s paycheck as “Emergency Pay.”

QUESTIONS? For questions pertaining to the application of this policy, please contact HRCompliance@luxotticaretail.com.