

The Province of Ontario has amended the Employment Standards Act to require employers to provide employees with Paid Infectious Disease Emergency Leave because of certain reasons related to COVID-19. Please provide the below communication regarding the details to employees who work in Ontario. The ability to use the Paid Infectious Disease Emergency Leave terminates on March 31, 2023.

- **Audience:** All employees who work in **Ontario**
- **Requested Communication Timing:** Please share ASAP (law was effective April 29, 2021)
- **Ontario Employee Action Requested:**
 - Read the communication immediately.

Paid Infectious Disease Emergency Leave for Ontario

Ontario has passed legislation that requires Luxottica to provide up to three days of Paid Infectious Disease Emergency Leave (COVID PSL) to employees who work in Ontario for certain reasons related to COVID-19. Effective on April 29, 2021, this legislation applies retroactively back to April 19, 2021 and remains in effect until March 31, 2023.

Please familiarize yourself with the information below, detailing the temporary COVID PSL Policy.

- **Eligibility**
All Ontario employees.

- **COVID PSL Use:**
COVID PSL is available for certain reasons related to COVID-19, including:
 - going for a COVID-19 test
 - staying home awaiting the results of a COVID-19 test
 - being sick with COVID-19
 - going to get vaccinated
 - experiencing a side effect from a COVID-19 vaccination
 - having been advised to self-isolate due to COVID-19 by an employer, medical practitioner or other specified authority
 - providing care or support to certain relatives for COVID-19 related reasons, such as when they are:
 - sick with COVID-19 or have symptoms of COVID-19
 - self-isolating due to COVID-19 on the advice of a medical practitioner or other specified authority

- **Amount of COVID PSL Available:**
Employees are eligible for up to three (3) days (24 hours) of COVID PSL, **less any Company-provided Sick Leave available to the employee as of April 19, 2021 and/or any COVID-19 Emergency Pay provided between April 19- 29, 2021.**

Eligible employees should see their pre-calculated balance of COVID PSL, using the guidelines above, in Kronos beginning on **Tuesday, May 11** (balance retroactive to May 2, 2021).

Note: In some cases, employee calculated balances may be 0, due to the fact that they had Company-provided sick leave days available (as of April 19, 2021) and/or they had already received COVID-19 Emergency Pay equal to or greater than their COVID PSL amounts.

- **Other Terms and Conditions:**

- If an employee took leave for the reasons listed above between April 19 – May 2 and did not have sufficient Company-provided sick leave to use, the employee should work with their manager to contact the HR Service Center to manually deduct from their COVID PSL balance.
- Employees cannot be required to find a replacement worker, nor can they be required to change their schedule instead of using COVID PSL.
- Interfering with an employee's use of COVID PSL is strictly prohibited, as is counting COVID PSL use as an absence that may lead to or result in discipline, discharge, demotion, suspension, or any other adverse action.
- A copy of this policy will be posted on the COVID-19 page on [HR Solutions](#).
- Employees are required to provide reasonable notice of intent to use COVID PSL if the absence is foreseeable. Further, an employee can be asked to share the reason for requesting COVID PSL but cannot be required to provide a doctor's or nurse's note to substantiate the absence.

- **Manager Action Required:**

If an employee requests to use COVID PSL for one of the covered reasons above, confirm the amount of COVID PSL available to the employee and code the time away from work using the "COVID PSL" pay code.

- Any COVID PSL used will show as "Emergency Pay" on the employee's paystub.
- If the employee asks to apply COVID PSL to a covered absence prior to May 2, 2021, please reach out to the HR Service Center to make the manual deduction.

If the employee does not have enough COVID PSL or other Company-provided paid leave (sick, vacation, etc) to cover the entire absence, the hours beyond the available COVID PSL or paid leave will not be paid.

QUESTIONS? For questions pertaining to the application of this policy, please submit an E-Service Consultation Request via the **Employee Relations** icon on [HR Central](#).