

British Columbia has passed legislation to provide paid sick leave to our employees who work in British Columbia. Please provide the below communication regarding the details during your next communication cycle.

- **Audience:** All employees who work at locations in British Columbia. No sublease OD's. Includes Wholesale employees.
- **Requested Communication Timing:** Please share within your next communication cycle. This law is effective as of January 1, 2022.
- **British Columbia Field Manager Action Requested:**
 - Read the communication immediately.
 - Ensure that all employees, including store managers, review the communication immediately.
- **British Columbia Store Manager Action Requested:**
 - Read the communication immediately.
 - If an employee calls in for any of the outlined reasons and wants to use Paid Leave, confirm if they have it to use and follow the instructions below.
 - If the employee does not have enough accrued Paid Leave to cover the absence, the hours will not be paid, and your brand's attendance policy will apply.
- **British Columbia Employee Action Requested:**
 - Read the communication immediately.

New Paid Sick Leave for British Columbia

As things change in the world – our policies and procedures change with them. We want you to be aware of the changes, and how it impacts EssilorLuxottica's policies.

British Columbia has passed legislation that requires EssilorLuxottica to provide paid sick leave to all employees who work in British Columbia. **This legislation will go into effect on January 1, 2022.** As a result, EssilorLuxottica must implement changes to some of its current policies and practices.

Please familiarize yourself with the information below, detailing the paid sick leave policy.

1) Paid Sick Leave

As of January 1, 2022, all employees who have been employed 90 days will be entitled to up to 5 days of paid sick leave per year, based employment status as follows:

- Full-Time: 8 hours/day
- Part-Time: 6 hours/day
- Casual Part-Time/Seasonal: 4 hours/day

2) Paid Sick Leave Use

An employee may use Paid Leave for their own personal injury or illness.

4) Manager Action Required

Confirm if the employee is eligible for paid sick leave. Documentation substantiating the employee's injury or illness may be requested, such as a note from a medical practitioner.

If an eligible employee requests to use paid sick leave, document the hours on the temporary time tracker used by your business during the Kronos outage and designate as "**CAN SICK**".

Updated Kronos instructions will be provided when Kronos is back up and running.

5) If the employee does not have enough Paid Sick Leave to cover the absence, the hours will not be paid, and your brand's attendance policy will apply.

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