

Quebec Personal Emergency Leave (PEL)

The company provides 2 days of paid **Personal Emergency Leave (PEL)** each year that can be used for any of the reasons listed below. Employees are entitled to the 2 days of paid PEL after they have been employed by EssilorLuxottica for at least 3 months (with exception for the birth/adoption of a child which is available immediately); however unpaid days of PEL can be taken immediately.

Paid PEL can be taken for:

- employee's own illness
- obligations relating to the care, health or education of the employee's child, or the child of the employee's spouse
- obligations due to the state of health of the employee's spouse, father, mother, sibling, or grandparent
- birth or adoption of a child
- to take care of a relative or person with whom the employee acts as an informal caregiver,
- organ or tissue donation for transplant
- absence related to an accident, domestic violence, sexual violence or a crime

“Relative” refers to the employee's child, their spouse, father, mother, brother, sister and grandparents as well as those persons' spouses, their children and their children's spouses. The following are also considered to be an employee's relative:

- a person having acted, or acting, as a foster family for the employee or the employee's spouse
- a child for whom the employee or the employee's spouse has acted, or is acting, as a foster family
- a tutor or curator of the employee or the employee's spouse or a person under the tutorship or curatorship of the employee or the employee's spouse
- an incapable person having designated the employee or the employee's spouse as mandatary
- any other person in respect of whom the employee is entitled to benefits under an Act for the assistance and care the employee provides owing to the person's state of health

If you suspect an employee is abusing leave time, contact your Regional Manager or HRBP.

Manager Action Required: If an employee calls in for one of the covered reasons above, confirm the amount of PEL available to the employee and code the time away from work as follows:

- Select “PEL Paid” in your timekeeping system to use a paid PEL day; OR
- Select “PEL Unpaid” in your timekeeping system to use an unpaid PEL day.

- Instruct employee to enter time away from work as “PEL Paid” or “PEL Unpaid” in Kronos/Tempo using the Time Off Request process. Manager must then approve the time off request.

If the employee does not have enough PEL to cover the absence, your brand’s attendance policy will apply.