



GRANICUS CANADA HOLDINGS, ULC

TIME OFF SUPPLEMENT

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Version 1

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TIME OFF SUPPLEMENT

This Supplement outlines Granicus's Time Off benefits and Leaves of Absence, and practices in effect at the time the Supplement was issued. Note that Time Off benefits and practices are reviewed and revised from time to time and are subject to change without advance notice. For additional information about Leaves of Absence including or any Time Off benefits and practices, contact Human Resources.

■ COMPANY OBSERVED HOLIDAYS

Granicus currently observes the following holidays:

- New Year's Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- Civic Holiday
- Labour Day
- Truth and Reconciliation Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day

Full-time and part-time employees working 20 hours or more a week are eligible to receive one full day's pay for each of these holidays. Part-time employees working less than twenty hours per week and temporary employees are not eligible for holiday pay.

When the holiday falls on Sunday, it will be observed on the following Monday; if the holiday falls on a Saturday, it will be observed on the preceding Friday. Employees who must work on a scheduled holiday may take another day off with pay with the approval of their supervisor.

■ PERSONAL TIME OFF (PTO)

Granicus believes that time away from work is important for all employees. Given the nature of the work performed by our employees, we believe that employees are in the best position to determine when to work and when to take time away from work, while still responsibly performing the duties and responsibilities of their roles and managing their time effectively. This policy permits regular, full-time employees to take time off for vacation, non-extended illness, injury or preventative health care

for themselves or their family members, personal business, appointments, personal or family issues, funerals or leisure, or for other purposes permitted by applicable law, so that they can maintain the quality and performance expected of Granicus employees.

Granicus does accrue or set a specific number of days per year of time off, as such there is pay out of time off upon separation from employment.

Annual PTO days are based on employee’s Years of service and these days are awarded in a single lump sum on the first day of each calendar year in the following amounts.

Years of Service	Annuals Days	Monthly Accrual
0-1 year	22 days	1.83 days
1-4 years	25 days	2.08 days
5+ years	28 days	2.33 days

- Accrual – Accrual amounts are based on years of service as a regular status employee; monthly accrual rates are used in the event of mid-year changes.
- Rollover – Employees may carry up to 5 days from one year into the next. These days must be used within the first four months of the new year.
- 2021 into 2022 the carry over for will be up to 10 days to be used by the end of April.
- **2022 into 2023 and each year going forward, carry over will be up to 5 days to be used by the end of April.**
- Mid-year Hire or Termination – For any partial year worked, that year’s days will be prorated based on the first and/or last day worked.
- Years of Service Tier Increase – On the pay date following tier increase, the employee’s annual PTO balance will increase by the prorated lump sum due to them.

Eligibility and Use

The Personal Time-Off (“PTO”) set forth in this policy applies to all regular full-time Canadian employees. For these employees, this policy supersedes the prior applicable Personal Time Off (“PTO”) policies. Leaves of Absence (including but not limited to short-term disability, long-term disability, workers’ compensation, bereavement, jury duty) are governed by separate policies that will not be affected by this policy. In these instances, employees will need to work through Human Resources to coordinate a leave request. Failure to contact Human Resources may result in delayed payment or eligibility determination. Any approved Leave of Absence time will need to be tracked appropriately in the Human Resources Information System (“HRIS”).

Part-time employees are eligible for prorated PTO and are entitled to Sick Leave as described below, or as otherwise required under applicable law.

For planned time away from work for reasons such as vacations and other personal matters, employees are expected to request approval from their manager's at least 30 days in advance when possible. Requests for PTO will be reviewed based on a number of factors, including business needs and staffing requirements. For unforeseeable time off (including Sick Leave time described below), employees are expected to provide as much advanced notice as practicable. Sick Leave requests will be addressed and recorded separately in accordance with the Sick Leave policy.

An employee's manager may determine that time away at the requested time is not appropriate given business needs and planned events. Approval of the PTO request is at the sole discretion of Granicus management. Granicus is confident that employees will continue to exercise good judgement in determining when to take time off, including giving appropriate consideration to others and not abusing this policy.

Personal time off is paid at an employee's base pay rate, including shift differential pay for non-exempt employees, at the time of absence. It does not include overtime or special forms of compensation such as incentives, commissions, or bonuses.

It is the employee's responsibility to accurately report in HRIS all paid time off used for any purpose. Any employee who falsely reports or fails to accurately report paid time off in HRIS may be subject to discipline.

Generally, business demands limit an employee's ability to take extended periods of time away from work. Consequently, periods of time away from work should not exceed two (2) consecutive weeks at one time. Vacation or personal time off for greater than two (2) consecutive weeks will need to be submitted to HR and will require the appropriate C-Level approval and may require that the employee apply for a personal unpaid leave of absence.

■ SICK LEAVE

Granicus will provide all employees a separate benefit in the form of five (5) Sick Leave days per calendar year. These Sick Leave days will be available on January 1 of each year. Sick Leave does not accrue. Sick Leave balances do not roll forward from year to year. Sick Leave balances are not paid out upon termination of employment. The Sick Leave time available under this policy is separate from the PTO policy.

Sick leave is to be used when an employee is unable to perform their duties due to the illness or injury of the employee or loved one. Sick time is paid at full pay and is primarily for when an employee is unable to perform his or her duties because of illness or injury.

These Sick days are to be used for medical reasons only and are not meant to be used as additional PTO /vacation days, and can-not be pre-booked as such.

If an employee requests time off for an extended illness greater than five (5) days, the employee must work with a member of Human Resources to apply for an appropriate Leave of Absence pursuant to Leaves of Absence Policy. If an employee has a serious illness or injury and is out for more than three (3) days, Granicus may also ask that the employee obtain a doctor’s release before he or she is allowed to return to work.

Retaliation or discrimination against an employee who asks to use Sick Leave time for purposes under applicable law is prohibited. Any employee who believes that Granicus has retaliated or discriminated against the employee for having requested or used Sick Leave for purposes under applicable law has the right to file a complaint if leave is denied or to bring a civil action if the employee is retaliated against for requesting to take time for Sick Leave purposes under applicable law.

Sick Leave may be used for any purpose permissible under applicable law, including but not limited to time off to care for the employee’s illness or the illness of an employee’s family member, or as necessary due to domestic violence, sexual violence, abuse or stalking.

Granicus is committed to complying with all applicable provincial and federally laws related to paid time off. This policy will be interpreted and administered consistent with the requirements of applicable laws. In the event of any ambiguity or inconsistency between any policy language in this policy and applicable law, applicable law controls. For example, if a province requires sick time accrual greater than outlined in this policy, employees in that location will be provided sick leave in accordance with applicable law.

Employees who have questions about PTO or Sick Leave should contact Human Resources.

■ LEAVES OF ABSENCE

To apply for any leave offered by Granicus, employees should contact their supervisor or Human Resources. Employees who apply for a leave will be asked to state why they want the leave, when they want the leave to begin and when they want the leave to end. Granicus will inform employees what type and duration of leave, if any, has been approved and will also tell them what requirements, such as certification of a health condition, they must fulfill.

All leaves are granted for a specific period of time. Employees who foresee being unable or unwilling to return to work at the end of the leave period should apply for any other leave for which they may be eligible, including an extension of the current leave. Employees who do not return to work at the end of an approved leave period, including any extensions, may be terminated as of the date the leave ends.

Leaves of absence or other time off is governed by various laws and Granicus will comply with applicable law. Employees who need time off that is in addition to or is not covered under the provisions of this Handbook or any Supplement should contact Human Resources to determine whether any other type of leave is available at their work location.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Leave process

Employees must contact Human Resources to request leave. Employees should provide 30 days' advance notice of the need to take such leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with Granicus's normal call-in procedures in accordance with the Attendance and Punctuality Policy.

Granicus will notify employees of any additional information, including medical and notify employees of their rights and responsibilities

Benefits and Protections

During a leave of absence, Granicus will maintain an employee's health coverage under any group health plan on the same terms as if the employee had continued to work. Employees who normally pay a share of the premiums for such coverage must continue, while on leave, to make the same contributions as active employees. Employees should contact Human Resources to make arrangements to continue to pay their share of premiums (if applicable) during leave. This leave will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

■ PREGNANCY AND PARENTING LEAVE

Granicus is committed to supporting employees in welcoming a new child into their family. This policy sets out employee rights to pregnancy leave and parental leave under Canada's minimum standards and the benefits employees are entitled to during those leaves.

Pregnancy leave, adoption leave, and parental leave is available to eligible employees who have completed 13 weeks of service with Granicus. Leave entitlement is as follows:

- **Pregnancy Leave.** An employee who is pregnant or who has delivered their child, or whose pregnancy has ended in miscarriage, stillbirth or termination is entitled to an unpaid pregnancy leave of up to 17 weeks upon providing Granicus with the notice required by this policy.
- **Adoption Leave.** An employee who is the adoptive parent of a child is entitled to an unpaid adoption of leave of up to 35 weeks upon providing Granicus with the notice required by this policy.
- **Parental Leave.** Parents who welcome a new child are entitled to a parental leave of up to 35 weeks upon providing Granicus with the notice required by this policy. The maximum combined pregnancy leave and parental leave is 52 weeks.

If your spouse/partner intends to take parental leave, you should factor this into determining the length of leave to be taken.

A birth parent entitled to pregnancy leave may begin their leave at any time within 12 weeks of their expected due date. This leave must begin no later than the employee's expected due date or the actual date they give birth, whichever is earlier.

If the employee's pregnancy ends due to stillbirth, miscarriage or termination, and the employee is entitled to pregnancy leave under local law but has not yet started it, the leave begins on the date the pregnancy ends.

Granicus may require that you begin your pregnancy leave before your expected due date if your pregnancy interferes with the performance of your job duties and no reasonable accommodation is available.

An employee entitled to parental leave must begin and complete that leave within 1 year after their child is born or placed into their care.

If the employee took pregnancy leave, parental leave must begin when pregnancy leave ends.

An employee requesting pregnancy leave, adoption leave, or parental leave must provide at least 30 days written notice before the leave begins. The employee must provide evidence of entitlement to the requested leave. This evidence must be a medical certificate stating the expected due date of the

employee's pregnancy, a medical certificate confirming the birth of the employee's child, or an official document confirming the date that the employee will become or has become the adoptive parent of a child.

During Pregnancy and Parenting Leave, Granicus will maintain an employee's health coverage under any group health plan on the same terms as if the employee had continued to work.

If an employee has already requested a leave under this policy and wishes to change the date that the leave will begin or end, the employee must provide written notice of the change to Granicus before the date that is being changed.

If an employee is unable to provide notice under this policy due to circumstances beyond their control, written notice that a leave has begun must be provided as soon as possible.

If an employee needs to interrupt a leave temporarily due to an emergency or illness, the employee must provide written notice to Granicus as soon as possible.

After providing Granicus with notice of a leave under this policy, you will be provided with information describing the continuation of employee benefits during leave. If you elect to continue benefits coverage during your leave, you must continue to make required contributions.

When an employee's leave under this policy ends, the employee will return to work in the position occupied when the leave began or, if that position is not available, to a comparable position.

If the employee fails to return to work when the leave ends, the employee may be considered as resigning and employment with Granicus will end, unless the employee's absence is due to unforeseeable or unpreventable circumstances.

Upon return to work, the employee's compensation and benefits will be equal to those the employee received when the leave began.

Within five days of the beginning of an employee's leave under this policy Granicus will issue a Record of Employment (ROE). The ROE cannot be issued prior to the employee's last day of work before the leave, so Granicus recommends the employee begin an application for Employment Insurance (EI) maternity or parental benefits early and supply the ROE to Service Canada once it has been issued.

Employment Insurance Benefits

If an employee has completed at least 1 year and has applied for EI maternity or parental benefits, Granicus will provide the employee with top-up benefits for a designated period during any portion of a leave under this policy for which the employee receives EI benefits.

For the purpose of this leave top-up benefits there are two (2) classifications:

- Leave Entitlement: Birth Parent Eligible employees who are giving birth (here on out referred to as the “birth parent”)
- Leave Entitlement: Non-Birth Parent Eligible employees who are the parent not giving birth, or the adoptive parent (here on out referred to as the “non-birth parent”)

Granicus will pay a total of 8 weeks top-up for Birth Parent employees

Granicus will pay a total of 6 weeks top-up Non-Birth Parent employees

This top-up benefit will:

- Provide the employee with 100 % of base wages during the EI waiting period.
- Top up EI maternity benefits during the period when the employee is receiving those benefits to reach 100% of base wages.
- Top up EI parental benefits during the period when the employee is receiving those benefits to reach 100% of base wages if the employee elects to receive standard EI parental benefits for a maximum of 35 weeks, or to reach 100% of base wages if the employee elects to receive extended EI parental benefits for a maximum of 61 weeks.

Payment of top-up benefits will begin when Granicus receives confirmation that the employee is receiving EI benefits.

■ GENERAL LEAVE OF ABSENCE

Employees who must be away from their job for greater lengths of time than Granicus’s standard leave policies allow may request a general leave of absence without pay. During a general leave of absence, employees will not be eligible for any of the benefits of a full-time employee. Whether to grant such a leave and the conditions of any such leave that is granted will be decided in the sole discretion of Granicus. Employees might not be guaranteed a return to the same job.

■ JURY DUTY

Full-time or part-time employees will be paid their base salary during an active period of jury duty up to a maximum of ten working days per calendar year (unless applicable province law requires a longer period of paid leave in connection with jury duty). Temporary employees will be provided time off without pay while serving jury duty. All employees are allowed unpaid time off if summoned to appear in court as a witness. To qualify for jury or witness duty leave, employees must submit to their supervisors and Human Resources representatives a copy of their jury duty summons as soon as it is received. In addition, employees must submit proof of service to their supervisors and Human Resource representatives when their period of jury or witness duty is complete. Employees are expected to report to work on any regular work day when their services as a juror are not required.

■ BEREAVEMENT LEAVE

Bereavement leave with pay will be granted in the event of the death of an employee's relative or relative-in-law as indicated in the tiers below. If an extended absence is required, employees may request to use Paid Time off or a general leave of absence without pay.

# Days	Relation
Up to 10	significant other, child, or another relative considered to be a direct dependent
Up to 5	parent, sibling, or another relative considered to be next of kin
Up to 3	grandparent, aunt, uncle, or another relative considered to be part of the extended family

Bereavement Leave time needs to be manually added into your pay profile by our payroll team. You can send an email with details and specifying the dates to payroll@granicus.com.