Medical Leave Policy

Trent Radio

Introduction

The purpose of this policy is to govern Trent Radio's rules and procedures regarding medical leave, both paid and unpaid, for the employees of Trent Radio.

This policy is governed by the Canada Labour Code ("the Code") and the Canada Labour Standards Regulations ("the Regulations"). In any case where this policy is non-compliant with, or otherwise conflicts with, the Code or the Regulations, the Code and Regulations shall take precedence.

Individual employment contracts may provide for paid or unpaid medical leave greater than provided for in this policy. In this case, the contract shall take precedence.

This policy shall be effective immediately upon its approval by Trent Radio's Board of Directors.

Medical leave entitlement

Unpaid medical leave

Each employee is entitled to job-protected medical leave of up to 27 weeks, for:

- illness or injury,
- organ or tissue donation,
- attending medical appointments,
- medical procedures or hospitalization, or
- quarantine.

For clarity, this leave is inclusive of gender-affirming procedures.

This leave is to be unpaid, except for provisions for paid medical leave and supplemental unemployment benefits as described in this policy.

Paid medical leave

Each employee who has completed at least 30 days of continuous employment of Trent Radio is entitled to paid medical leave. Upon completion of 30 days of employment, an employee shall earn 3 days of paid medical leave. Upon the completion of each subsequent month of employment, an employee shall earn an additional day of paid medical leave.

Each employee may have no more than 10 days of paid medical leave accrued in this way at any time. Accrued paid medical leave is not paid out upon the end of employment with Trent Radio.

Procedures

Notice

Where possible, an employee intending to take a medical leave of absence must give written notice to Trent Radio, indicating the day on which the leave is to begin, and the expected duration of the leave, at least four weeks before that day. In cases where this is not possible, notice shall be given as soon as possible. In the case of medical emergencies, this may be at or after the commencement of the leave.

Certification

For medical leaves, paid or unpaid, of five or more consecutive days, an employee must provide Trent Radio a certificate issued by a health care practitioner certifying that the employee was incapable of working for the period of their medical leave of absence. This must be provided in writing, no later than 15 days after the employee returns to work. Following the submission of a receipt, the cost of procuring any such certificate will be reimbursed to the employee.

Waiver of requirements

At the discretion of Trent Radio management, the requirements for notice and certification of medical leave may be waived. In the case of medical leave taken by senior management staff, this discretion instead lies with the board of directors.

Paid medical leave

Paid medical leave may only be taken on days when an employee is scheduled or expected to be available for work.

Paid medical leave may be taken in one or more periods; however, each period of paid medical leave must be not less than one day.

Trent Radio shall pay an employee for each day of medical leave with pay at their regular rate of wages for their normal hours of work. For all purposes, this pay is considered to be wages.

Continuous employment

Pension, health and disability benefits, where paid in whole by Trent Radio, and the seniority of an employee who is absent due to medical leave continue to accumulate during the entire period of the leave of absence.

For the purpose of calculating other benefits, employment on the employee's return to work shall be deemed to be continuous with employment before the employee's absence.

Supplementary unemployment benefits

Registration

Upon the adoption of this policy, Trent Radio will register a supplemental unemployment benefits (SUB) plan with Service Canada, effective at a date determined by the board of directors, to provide benefits to employees who have applied for and are in receipt of Employment Insurance Benefits in relation to their medical leave.

Plan particulars

Subject to the approval of Service Canada, the SUB plan shall be structured as follows:

- The plan covers the following group(s) of employees: All permanent employees with 1 year of service.
- The plan will supplement EI benefits for periods of unemployment caused by illness, injury or quarantine.
- Verification that the employees have applied for and are in receipt of EI benefits will be made before SUB payments are paid.
- The SUB is payable at 95% of the employee's normal weekly earnings while the employee is serving the one-week EI waiting period.
- The plan provides a benefit amount of 40% of the employees' normal weekly earnings. The weekly SUB payment, plus the gross amount of EI benefit from this employment will not exceed 95% of the employee's normal weekly earnings.
- The plan provides SUB payments for 12 weeks.
- The start date of the plan is November 1, 2026.
- Service Canada - SUB Program will be informed in writing of any change to the plan within 30 days of the effective date of the change.
- The plan is financed by the employer's general revenues.
- A separate record of all the SUB payments will be kept.
- SUB payments will not reduce any guaranteed annual remuneration, deferred remuneration, or severance pay.
- This plan provides for an offset of EI benefits that may have to be repaid as part of the employee's income tax return. The weekly gross EI benefit from this employment, the

SUB payments previously paid plus this offset amount will not exceed 95% of the employee's normal weekly earnings.
- Should the SUB plan terminate, all remaining assets will revert to the employer, be used for SUB payments and/or be used for the administrative costs of the plan.
- Employees do not have a right to SUB payments except during the period of unemployment specified in the plan.

Unlike medical leave with pay, payments under the SUB plan are not considered to be wages.

Record keeping

Trent Radio shall keep records related to each period of medical leave:
- the dates of commencement and termination of the leave,
- the year of employment in respect of which the leave was earned,
- the number of days of leave carried over from the previous year,
- a copy of any written request for a medical certificate,
- a copy of any medical certificate submitted, and
- any payments made under the SUB plan.

Review

This policy shall be reviewed by the Human Resources Committee, or the Board of Directors should a Human Resources Committee not exist, no less frequently than every 5 years.

Approved by the board of directors September 22, 2026