

## Family Friendly Policy

Douglas Sollows Architect Inc. recognizes the integral role employees play in sustaining our business. Work-life balance supports a healthy family life, which correlates to employee productivity and happiness.

### Maternity Leave

A pregnant employee who has been employed for a continuous period of at least 12 months is entitled to maternity leave without pay for:

- Up to 24 weeks commencing any time during the period of 12 weeks preceding the estimated date of delivery
- An additional period consisting of the time between the estimated date of delivery, if the actual date of delivery is after the estimated date of delivery
- A minimum period of 6 weeks following the actual date of delivery. The employee may shorten the duration of 6 weeks with written consent from her doctor, indicating that the resumption of work will not endanger the employees' health

The employee shall give the company at least 6 weeks written notice of the date the leave is to begin.

### Parental Leave

- A birth mother who has been employed by Douglas Sollows Architect Inc. for at least 52 weeks is entitled to unpaid parental leave of up to 37 consecutive weeks beginning immediately after the end of maternity leave.
- A father or an adopting parents, who has been employed by DSA Inc. for at least 52 consecutive weeks is entitled to unpaid parental leave of up to 37 consecutive weeks.
- A full-time male employee is permitted to be absent for 2 paid working days of his choice on the occasion of his child's birth

An employees' combined entitlement to maternity leave and parental leave is limited to a 52 weeks. An employee is required to give DSA Inc. at least 4 weeks written notice of the date the employee intends to resume work. An employee who does not wish to return to work following his or her leave period, must give DSA Inc. at least 4 week written notice of the intention to terminate employment. If an employee does not return to work on the date specified in the written notice, or fails to give notice, Douglas Sollows Architect Inc. is no longer obligated to reinstate the employee and the employee is deemed to have resigned.

### Bereavement Leave

If a permanent full-time employee, who has been employed with the company more than 1 year, suffers a death in his/her immediate family (spouse, common law, same-sex partner, a parent and/or step-parent, children, siblings, parents-in-law, grandchildren, grandparents, and any relative of the employee who resides in the employee's household or with whom the employee permanently resides) the employee may be granted up to 3 paid scheduled work days for the purpose of attending the funeral. A maximum of 5 working days may be taken for bereavement leave for the purpose of arranging the funeral, for the employee's immediate family. For friends and other relatives, 1 paid working day is provided as bereavement leave.

Time off needs to be approved by your supervisor.