

TO Live Temporary Policy Adjustments

The following changes will be in place for the period of January 4, 2021 to December 31, 2021 only. Should these temporary adjustments require an extension beyond December 31, 2021, this item will be brought back to the Board for consideration.

These temporary policy adjustments apply to full time employees only and, when applicable, to part time and union staff (union staff should refer to their CBA). These policy changes are subject to modifications at any time. All other TO Live policies remain in place.

POLICIES			
<i>(Temporary adjustments for period of January 4, 2021 to December 31, 2021)</i>			
No.	Title	Current Key Items	Comments/Changes
OPERATIONS			
103	House Tickets	Tickets available to staff	▪ Cancelled
EMPLOYMENT			
206	Education Reimbursement	▪ \$2,000/employee	▪ Cancelled
210	Vacation	▪ Carry forwarded days ▪ Vacation days are taken in one (1) day increments ▪ Accrued vacation days	▪ Carried forward days remains unchanged ▪ Vacation days can be taken in half days (1/2) ▪ Must be taken in the first quarter
211	Bereavement Leave	▪ 4 days of entitlement	Policy is maintained, no changes
214	Personal and Sick Leave	▪ Sick days – 12 ▪ Personal days – 3 ▪ Unpaid leave – as requested ▪ Other leaves – per ESA	Policy is maintained, no changes In addition, Management would like to extend sick days to those staff that currently do not have any (see Appendix A – TO Live COVID-19 Allowance Days Policy).

REVISED - ATTACHMENT 1

No.	Title	Current Key Items	Comments/Changes
218	Lieu Time Policy	Management staff allowed to accrue 105 hours in lieu time.	▪ Cancelled - no lieu time shall be incurred ▪ Overtime per ESA remains in place for those staff covered by ESA.
225	Personal Leave of Absence		Policy is maintained, no changes.
226	Employment Status	▪ FT: 35 hours of work ▪ PT: average of 10-30 hours per week	Policy is maintained, no changes
FINANCE			
303	Financial Delegation of Authority for Purchasing	Approval for expenditures is only required for purchases over \$499.99	Modified so that all expenditures, regardless of the dollar amount must be pre-approved by the CEO and/or the VP of Finance & Administration
308	Petty Cash	Reimburse staff for transaction up to \$100 from petty cash	On hold.
311	Management Expense Reimbursement		Remains in affect, based on pre-approved expenditures only. See Policy #303 – comments/changes
OTHER			
	Hiring		A hiring freeze is in place for this period. Future hiring will be reviewed on a case by case basis
	Christmas Holiday Period		TO Live will be closed from December 27-31, 2021 Christmas day and Boxing day will be observed on December 27 & 28. New Year's Day will be observed on December 31 for all non-union administration staff.

**TO Live
COVID-19 Allowance Days Policy**

Effective Dates:

Start: February 1, 2021

End: The conclusion of the “COVID-19” period as defined by Ontario Regulation 228/20 (currently July 3, 2021 as of December 17, 2020)

Applicable Employee Groups

This policy applies to the following employment groups within TO Live when they are not able to work from home:

1. IATSE B-173 members (Patron Services and MAC housekeeping)
2. Part time employees
3. IATSE 822 members
4. IATSE 58 hiring hall members (house positions are excluded from this policy)

All other TO Live employee groups are to use their applicable sick, personal and vacation days when unable to report to work at a TO Live venue due to reasons related to COVID-19. The Canada Recovery Sickness Benefit is also available to all employees who qualify. Additional details on this program are at the bottom of this policy.

Justification

This temporary policy will apply during COVID-19 to encourage members of the applicable employee groups to stay at home when required by the TO Live COVID-19 Workplace Safety Plan. Within the restrictions detailed below, TO Live will pay for up to four missed shifts.

This policy is designed around the “honour system.” Any employee confirmed of abusing this system will be treated as if having participated in workplace theft.

Nothing in this policy or the COVID-19 Workplace Safety Plan should be considered to encourage or condone showing up to work after the allowance of COVID-19 days has been exhausted.

Process and Restrictions

Should any member of the applicable employee groups discover they are not able to report to a TO Live venue due to sickness or related reasons as detailed in the TO Live Workplace Safety Plan, the following process and restrictions apply to the use of COVID-19 Allowance Days.

1. The employee will not report to work and immediately inform their supervisory of their absence from work.
2. The supervisor will inform Human Resources and Payroll of this absence.
3. During the effective dates of this policy, an employee will be paid for their scheduled hours of the missed shift to a maximum eight hours. All hours will be paid at straight time regardless of any applicable premiums unless otherwise stated in any relevant collective agreements.
4. Each employee will have an allowance of four shifts which they can claim while this policy is in effect.
5. This allowance has no cash value if not used and cannot be carried beyond the effective dates of this policy or used for any other purpose.
6. For an employee to be eligible for this allowance, the employee must have accepted a confirmed and scheduled shift.
7. Cancelled shifts are not eligible for the use of this allowance.

Without Prejudice or Precedent

This policy is intended to be considered temporary with a singular intent related to COVID-19. Nothing within this written or enacted policy should be construed as a benefit or entitlement to be carried forward, in practice or agreement, beyond the intent and spirit it was created in.

Canada Recovery Sickness Benefit (CRSB)

Employees who require further income support beyond the allowance of four shifts noted above may be eligible for the CRSB. This program may provide income support based on 1-week periods (up to 2 weeks) to those who are sick or need to self-isolate due to COVID-19. The CRSB is administered by the Canada Revenue Agency. For more information and eligibility criteria, please visit <https://www.canada.ca/en/revenue-agency/services/benefits/recovery-sickness-benefit.html> .

Legislative Changes

This policy may be reviewed or revoked based on any future changes to Federal or Provincial legislation or directives allowing for paid sick days or adjustments to the CRSB.