

## TORONTO SENIORS HOUSING CORPORATION (TSHC)

### Benefit Waiting Period Policy

Effective date: 19 April 2022	
Approval by: Executive	Approval Date: 19 April 2022
References:	<ul style="list-style-type: none"> <li>Probationary Period Policy</li> <li>Vacation Policy</li> <li>Floating Holidays Policy</li> <li>Sick and Short Term Disability Policy</li> <li>Long Term Disability Policy</li> <li>Maternity Leave Policy</li> <li>Parental Leave Policy</li> <li>Tuition Reimbursement</li> <li>Statutory Holiday Policy</li> <li>Religious Leave Policy</li> <li>Jury and Witness Duty Policy</li> <li>Bereavement Leave Policy</li> <li>Citizenship Leave Policy</li> <li>Employment Benefits for Temporary Employees Policy</li> </ul>

### Contents

This policy covers the following topics:

Topic	See Page:
Scope	1
Purpose	1
Application	2
Exceptions	3

## Scope

This policy applies to all new permanent and temporary employees in the management and exempt categories.

## Purpose

The harmonization of the waiting periods for all employment benefits for new permanent and temporary employees hired into the management and exempt categories.

## Application

### Permanent

New permanent employees are eligible to receive the following employment benefits **after completion of the probationary period, which is six months actually worked:**

- Vacation as per the vacation policy
- 2 days floating holidays
- 6 paid sick days at 100% pay
- Short term disability (124 days at 75% pay)
- Group medical and dental
- Long term disability
- Maternity and parental top up payments
- Tuition reimbursement

Any extension to the probationary period for one month or more will also extend the eligibility for employment benefits. Managers are required to notify Pay & Benefits of extensions to the probationary period of one month or more.

### Temporary

New temporary employees are eligible to receive the following employment benefits **after six months of continuous employment:**

- Vacation as per the vacation policy
- 2 days floating holidays

- 6 paid sick days at 100% pay
- Group medical (prescription only) and dental  
(Excluding group life insurance, global medical assist and  
the health care spending account)
- Maternity and parental top up payments
- Tuition reimbursement

## **Exceptions**

There is no waiting period for the following benefits:

- OMERS Pension Plan
- Statutory holidays
- Religious holidays
- Jury and witness duty leave
- Bereavement leave
- Citizenship leave