



**TEMPO**  
FLEXIBLE PACKAGING

## Employee Emergencies and Illnesses Policy

Tempo Flexible Packaging (“TFP”) offers employees eight (8) unpaid days off for emergencies and illnesses in compliance with Bill 47 “Making Ontario Open for Business Act”, 2018. This legislation breaks down the eight (8) days into allotments for bereavement, family responsibility leaves and sick leave. TFP has selected not to categorize the days; instead, employees will be allowed to take the eight (8) days off for any of the three reasons. This policy replaces the Personal Emergency Leave Policy that was in place under Bill 148 during 2018, which has subsequently been removed from legislation as of January 1, 2019. It will be the responsibility of the employee to provide supporting documentation to Human Resources or Management if it is requested.

Example: J. Hoover has previously taken 3 days off for sickness and has fallen ill again. Bill 47 only allows for 3 sick days each calendar year. TFP will not be categorizing the days, therefore J. Hoover is able to use one of the other categorized days (either family responsibility or bereavement) for the time he is ill.

TFP’s Bereavement policy is separate from the Employee Emergencies and Illnesses policy and will remain unchanged.

Lee-Anne Giglio  
Chief Operations Officer

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