BMO US Benefits

Your guide to maternity leave

This overview provides highlights of BMO Financial Group's benefit plans. It does not provide every plan detail. The plan documents that govern these plans provide full details. If there are any discrepancies between this booklet and the legal plan documents, the plan documents rule. BMO Financial Group reserves the right to suspend, amend or terminate any or all benefits, at any time.

Welcome to **Your guide to maternity leave**.

Growing your family is such an exciting time. With so much to think about and do during this important time in your life, we know it can also be a little stressful – but we're here to help! This guide has been designed to provide you with the information you need to know before, during, and after your maternity leave.

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Tip: Print this guide before your leave begins so that you have the information while you are away from work.

Accessing Workday from home

After the birth or adoption of your child, you will need to update some information in Workday. If you do not have access to BMO network while you are on leave, you can log in to Workday from any computer at https://wd3.myworkday.com/bmo/login.htmld or download the Workday app from the App Store or Google Play.

FYI: You will first need to set up a series of security challenge questions in Workday from a computer or device connected to the BMO network – so we encourage you to do this prior to your leave. The next time you access Workday from outside the BMO network, you will then need to set up a Workday password.

Your guide to maternity leave

About BMO's U.S. Maternity Leave

BMO recognizes the physical, emotional, psychological, and financial demands of childbirth and parenting, and we feel that a period of leave is important for the well-being of both parent and child. To support our employees in their roles as parents, we offer benefits for maternity leave.

Birth mothers are eligible to take a total of 24 weeks of continuous maternity leave following the birth of a child. The first 16 weeks are paid by BMO, and the second 8 weeks are unpaid.

Eligibility

Employee eligibility
All full-time and part-time employees scheduled to work at least 20 hours per week are eligible for the full maternity leave benefits described in this guide. There is no waiting period to be eligible for Maternity Leave benefits.

How to apply for Maternity Leave

Within 30 days of your expected delivery date, contact BMO's leave administrator (Matrix) at **1-888-295-7862** to initiate a Maternity Leave claim. BMO's leave administrator (Matrix) will send you a packet of information, including the "Request for Maternity Leave Form" that you will need to complete and return to BMO's leave administrator (Matrix). It is recommended that you return your paperwork as quickly as possible to expedite the set-up of your Maternity Leave claim.

Important: When your child arrives, you will need to notify BMO's leave administrator (Matrix) **within two days** of the delivery to begin your Maternity Leave. Your pay may be interrupted if you do not promptly report the birth of your child.

Your first 16 weeks of Maternity Leave

For the first 16 weeks of continuous[1] leave, birth mothers are eligible to receive 100% salary continuation starting on the first business day on or following the birth of a child. The "maternity leave paid benefit" is calculated using your total compensation divided by 26, which is the number of pay periods per calendar year. This amount will be slightly higher than the employee's usual bi-weekly pay as BMO divides annual salary by 26.0714286. During the first 16 weeks of maternity leave, benefits continuation and job protection will be provided.

Your eligible total compensation is your base salary, overtime, shift differential and any variable pay that is related to work performance that you receive between October 1 and September 30 of the prior year. For example, for 2024, your total compensation is based on eligible pay paid from October 1, 2022, to September 30, 2023. You can view your total compensation in Workday. In your worker profile, select "Actions"- "Benefits" – "View Benefits Annual Rate". *Variable pay includes*: team-based plans (based on company, corporate, department or unit performance); managerial plans; sales, incentive, and commission-based plans; business referral plans; and ad hoc cash awards related to performance.

[1] Maternity leave must be taken as a continuous leave. You may choose to return to work before the 16 weeks of paid time have elapsed, however you will not be able to resume maternity leave benefits later.

If you reside in a state that provides paid disability benefits or paid family leave benefits, you will be required to apply for your state's benefits. Your paid maternity benefit from BMO will be offset by the amount you receive from your state. BMO's leave administrator will be able to confirm if you need to apply for benefits through your state and if your paid BMO benefit will be offset.

Please note: If you experience complications that require you to go on a medical leave **before** the birth of your child, contact BMO's leave administrator (Matrix) to apply for Short-Term Disability. You will be switched to Maternity Leave once you deliver your child and you will still be eligible for the full 16 weeks of paid time under the Maternity Leave Benefit. If you experience medical complications **after** the birth of your child that affect the length of your leave (extending your leave past the 16 weeks of paid time), BMO's leave administrator (Matrix) can assist you with an application for Short-Term Disability.

How Family Medical Leave and Maternity Leave work together

The Family and Medical Leave Act of 1993 (FMLA) is a United States federal law requiring covered employers to provide employees with up to 12 weeks of job-protected and unpaid leave for qualified medical and family reasons, including the birth of a child.

While only time off and job protection are mandated by FMLA, BMO has chosen to offer paid Maternity Leave running, concurrent with Family Medical Leave (FML), to provide you with paid leave.

You will be considered to be on two types of leave at the same time – Maternity Leave and Family Medical Leave. Therefore, you can expect to receive the legally required notifications from BMO's leave administrator (Matrix) regarding the approval of your Family Medical Leave, which may or may not match the approved timeframes for your Maternity Leave if you have taken any FML time in the 12 months before the birth of your child.

Regardless of the approved length of your FML, you are eligible for the full 16 weeks of paid Maternity Leave and an additional 8 weeks of unpaid Maternity Leave after the birth of your child. Employees who are not eligible for Family Medical Leave are covered under BMO's Leave of Absence operating procedure. In this case, Maternity Leave will run concurrent to an approved Leave of Absence to provide paid leave benefits and job protection.

The next 8 weeks of Maternity Leave

Maternity Leave and your Incentive Pay

If, during the Incentive Pay plan year, you are on a paid or unpaid leave of absence, any allocated incentive award will be pro-rated based on your actual time worked. Incentive payments will be made on the regular payment date for the plan, provided all other eligibility criteria are met. Please see the Short-Term Incentive Plan Document on the HR Intranet for more information.

Your benefits during maternity leave

Your benefits coverage will continue without interruption during your maternity leave. Throughout the paid portion of your leave, premiums will continue to be deducted from your pay.

If you choose to take additional unpaid maternity leave, your benefits coverage will continue and you will owe premiums during the unpaid leave. Your premiums will accumulate in arrears. When you return from leave, your regular deductions will resume and any arrears will be collected at a rate of one additional deduction per pay until your arrears balance is zero.

For example, if you are on an unpaid leave and three medical and three dental premiums accumulate, you can expect to see the following deductions on your pay when you return from leave:

Payroll (after return from leave)	Medical deduction[2]	Dental deduction[2]
3 missed paychecks during leave	Arrears balance = $600 *(Assumes a $200 regular medical deduction)*	Arrears balance = $150 *(Assumes a $50 regular dental deduction)*
1st payroll after return from leave	$200 regular deduction + $200 arrears deduction $400 total deduction *New arrears balance = $600 - $200 = $400*	$50 regular deduction + $50 arrears deduction $100 total deduction *New arrears balance = $150 - $50 = $100*
2nd payroll after return from leave	$200 regular deduction + $200 arrears deduction $400 total deduction *New arrears balance = $400 - $200 = $200*	$50 regular deduction + $50 arrears deduction $100 total deduction *New arrears balance = $100 - $50 = $50*
3rd payroll after return from leave	$200 regular deduction + $200 arrears deduction $400 total deduction *New arrears balance = $200 - $200 = $0*	$50 regular deduction + $50 arrears deduction $100 total deduction *New arrears balance = $50 - $50 = $0*
4th payroll after return from leave	$200 regular deduction	$50 regular deduction

[2] Medical and dental deductions amounts reflected in this guide are for illustrative purposes only and do not reflect actual plan premiums.

Qualified Life Event allowable changes

The birth of a child is considered an IRS recognized "Qualified Life Event", which allows you to make certain changes to your health and insurance benefit elections within 90 days of the birth date of your child. Please see the following chart for a list of the allowable changes you can make to your benefits as a result of the birth of your child.

Plan(s)	Allowable change(s)
Medical, Dental and Vision	• Add your newborn child to your coverage
Health Care Flexible Spending Account and Health Savings Account	• Begin/stop contributions • Increase/decrease contributions
Dependent Care Flexible Spending Account	• Begin/stop contributions • Increase/decrease contributions
Basic and Supplemental Life Insurance	• Increase/decrease supplemental life coverage • Update beneficiaries[3]
Family Life Insurance	• Increase/decrease Spouse Life and Child Life coverage • Newly enroll in Spouse and Child Life coverage
Supplemental Long-term Disability	• Newly enroll in coverage
Voluntary Benefits	• Increase coverage • Update beneficiaries[3]
401(k) Savings, Retirement Plan and Employee Share Purchase Plan	• Update beneficiaries[3]

Did you know? BMO offers a Dependent Care Flexible Spending Account to help you save on your child's eligible dependent care expenses. If you pay someone to care for your child while you are at work, you can set aside money from your paycheck on a pre-tax basis, which in turn reduces the amount of your income subject to taxes. The birth of a child allows you to newly enroll or increase your Dependent Care Spending Account contributions.

Commuter benefits

If you are enrolled in commuter benefits, your elections will continue during your leave unless you proactively cancel your elections(see instructions under the "Updating your benefits" section). To stop the following month's order, you must cancel your elections before the 10th of the month (or the 4th for Long Island and Metro North Railroad users in New York). If your election remains active during your leave, you will be required to pay for deductions owed during that time. When you return from leave, you can re-enroll to resume participation in the commuter benefits.

[3] Beneficiary designations can be updated at any time.

Updating your benefits

Plan(s)	When to make changes	Effective date	How to make changes
Health and insurance plans[4]	Within 90 days of the birth, adoption, or placement of your child	On the date of birth, adoption, or placement[5]	1. Within **Workday**, click on the **My Benefits & Retirement** application. 2. Under "My Benefits & Retirement", click on the **Employees in Canada and US (on BMO Network)** link if you are logged into the BMO Network for single sign-on access or click on the **Employees in Canada and US (off BMO Network)** link[6] if you are accessing from a non-BMO network. 3. Click **Enroll in your benefits coverage.**
401(k) savings & Employee Share Purchase Plan	Anytime	When your beneficiary form is received	1. Complete and submit the **401(k) Savings Plan Designating Your Beneficiaries form** and/or the **Employee Share Purchase Plans Designating Your Beneficiaries form** found on www.bmousbenefits.com.
Retirement Plan	Anytime	When your beneficiary change is entered	1. Within **Workday**, click on the **My Benefits & Retirement** application. 2. Under "My Benefits & Retirement", click on the **Employees in Canada and US (on BMO Network)** link if you are logged into the BMO Network for single sign-on access or click on the **Employees in Canada and US (off BMO Network)** link[6] if you are accessing from a non-BMO network. 3. Click on **Your Profile** from the top menu bar. 4. Select **Your beneficiaries – Pension** from the menu list.
Commuter benefits	Monthly opportunity – elections must be made before the 10th of month prior to the effective month	1st of the month, depending on when you make your election	1. Within **Workday**, click on the **My Benefits & Retirement** application. 2. Under "My Benefits & Retirement", click on the **Employees in Canada and US (on BMO Network)** link if you are logged into the BMO Network for single sign-on access or click on the **Employees in Canada and US (off BMO Network)** link[6] if you are accessing from a non-BMO network. 3. Click on the **Reimbursement Accounts** tile.

[4] Health and insurance benefits include medical, dental, vision, spending accounts, life, accident, and supplemental long term disability plans.

[5] You have a 90 day window to make your benefit changes but the effective date of your coverage will be backdated to the date of the birth, adoption or placement. If your change results in an increase/decrease in the amount you owe, you can expect a deduction adjustment in 1-2 payrolls following the date that you enter your change (or as soon as administratively possible).

Updating your tax withholding information

You may decide to update your tax withholding information as a result of the birth of a child.

When to make changes	Effective date	How to make changes
Anytime	Within 1-2 payrolls from the date you enter your change	1. Within **Workday**, click on the **My Pay** application. 2. Under "My Tax Elections", select **Withholding Elections.**

Support for breast-feeding mothers

BMO supports your transition back to work by providing an environment that supports breast-feeding mothers. For guidance regarding break time and finding private accessible space to express milk in your location, please contact Employee Relations at 1-888-927-7700.

Employee Assistance Program (EAP)

LifeWorks offers many great family resources for you and your eligible dependents that you may want to consider using during this important transition time. LifeWorks is available online, in person, or on the phone – 24 hours a day, 7 days a week.

Ways to contact Lifeworks	
Online	https://app.lifeworks.com/ user ID: bmous; password: lifeworks
Phone	1-800-757-0327

Did you know? LifeWorks offers a back-up childcare program to help you out in situations where your regular childcare arrangements break down. This program offers up to 10 days of back-up childcare services per year paid for by BMO (with a maximum of five consecutive days at a time). It is available in many US locations, including New York and Chicago, through Bright Horizons (www.brighthorizons.com).

Tip: You must be registered with Bright Horizons prior to using their back-up childcare services. Since you never know when you may need the back-up, we encourage you to pre-register now, so you are set to go when you need it the most.

To register, go to www.brighthorizons.com and enter:
BMO's Employer user ID: bmofg
Password: backup

Maternity Leave checklist and considerations

Step	Details	Status Check Box
Before your leave		
1	To initiate your maternity leave claim, contact BMO's leave administrator (Matrix) at 1-888-295-7862 within 30 days before your anticipated delivery date.	
2	Determine how much maternity leave time you would like to take and discuss your plans with your manager.	
3	Complete and submit the 'Request for Maternity Leave Form' to BMO's leave administrator (Matrix) before your leave. If you cannot submit the form before your leave start date, submit it as soon as possible after to avoid pay interruption.	
4	Determine if the state you live in provides paid disability leave or paid family leave benefits and initiate a claim through your state. (Matrix can confirm this for you if you are unsure.)	
5	Enter any vacation and/or sick time you will be using into Workday if you plan on taking unpaid leave following your 16 weeks of paid Maternity Leave.	
During your leave		
1	Contact BMO's leave administrator (Matrix) and your manager within two days of delivery to confirm your leave start date.	
2	Notify your health insurance provider of the birth within your plan's required timeframe.	
3	Add your child to your benefits coverage in **Workday** within 90 days of the birth, adoption or placement, if applicable.	
4	Change your life insurance and retirement plan beneficiaries, if applicable.	
5	Change your income tax withholding elections, if applicable.	
6	At your six-week follow-up doctor visit or before your expected return-to-work date, have your doctor complete the "Physician's Certificate of Work Readiness" form.	
Returning to work		
1	Notify BMO's leave administrator (Matrix) and your manager as soon as possible if there is a change to your return-to-work date.	
2	On your first day back, contact BMO's leave administrator (Matrix) and your manager to confirm that you have returned.	
3	Ensure that your manager responds to the email from BMO's leave administrator (Matrix) to certify that you have returned to work. This is a critical step to return you to active status and resume receiving pay.	
5	Depending on which systems you use for your job, your manager may need to work with Technology to restore your system access.	

Important contacts during your leave

Contact	Phone
Human Resources Centre	1-888-927-7700 for general HR related questions
BMO's leave administrator (Matrix)	1-888-295-7862
Your medical insurance plan	See the "Useful Contacts" list on www.bmousbenefits.com for your plan
Your manager	
Employee Relations Call Center *(via the Human Resources Centre)*	1-888-927-7700; say "Employee Relations" at the prompt for guidance on break time and finding private accessible space to express milk in your location

Summary of important resources

Resource	Website
Workday	https://wd3.myworkday.com/bmo/login.htmld
Benefits Information	www.bmousbenefits.com
Maternity Leave operating procedure	http://cpandp.bmogc.net/en/Pages/070-2007.aspx *Please note: This URL may not be available outside BMO's network.*
Lifeworks	https://app.lifeworks.com/ user ID: bmous; password: lifeworks
Bright Horizons (back-up childcare program)	www.brighthorizons.com Employer user ID: bmofg and password: backup.
Matrix Absence Management, BMO's leave administrator	www.matrixabsence.com

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