



Your guide to parental 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 parental 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 parental 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.html> 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.

About BMO's U.S. parental leave

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

Fathers, same gender partners and adoptive parents are eligible to take a total of 24 weeks of leave following the birth, adoption, or placement of a child. The first 16 continuous weeks are 100% 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 parental leave benefits described in this guide. There is no waiting period to be eligible for parental leave benefits.

How to apply for parental leave

Within 30 days of your baby's birth, adoption, or placement date, contact BMO's leave administrator (Matrix) at 1-888-295-7862 to initiate a parental leave claim. BMO's leave administrator (Matrix) will send you a packet of information, including the "Request for Parental 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 Parental Leave claim.



Important: When your child arrives or at the time you choose to start your parental leave, you will need to notify BMO's leave administrator (Matrix) **within two days** to begin your parental leave. Your pay may be interrupted if you do not promptly report the onset of your leave.

Your first 16 weeks of Parental Leave

For the first 16 weeks of continuous¹ leave, fathers, same gender partners, and adoptive parents are eligible to receive 100% salary continuation starting on the first business day on or following the birth of a child. The "parental 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 parental 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".

¹ Parental leave must be taken as a continuous leave and must be initiated during the 12-week period following the birth or adoption of your child. You may choose to return to work before the 16 weeks of paid time have elapsed, however you will not be able to resume parental leave benefits later.

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.

If you reside in a state that provides paid family leave benefits, you will be required to apply for your state's benefits. Your paid parental 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.

How Family Medical leave and parental 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, adoption, or placement of a child.

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

You may be on two types of leave at the same time – Parental 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 Parental Leave if you have taken any FML time in the 12 months before the birth, adoption, or placement of your child.

Regardless of the approved length of your Family Medical Leave, you are eligible for the full 16 weeks of paid Parental Leave.

Employees who are not eligible for Family Medical Leave are covered under BMO's Leave of Absence operating procedure. In this case, Parental Leave will run concurrent to an approved Leave of Absence to provide paid leave benefits and job protection.

The next 8 weeks of Parental Leave

In addition to 16 weeks of salary continuation, fathers, same gender partners, and adoptive parents can take up to 8 weeks of continuous unpaid parental leave immediately following the first 16 weeks of paid Parental Leave. Benefits continue during the second 8 weeks of continuous unpaid parental leave. At the end of your leave, you will be provided with an opportunity to return to a role that is of similar attributes (such as grade level and pay), if your former position is not available. See the "Right to Reinstatement" section in the [Parental Leave Benefit](#) operating procedure

Using sick or vacation during unpaid leave

If you choose to take additional unpaid time, you can supplement your pay using sick or vacation time. To ensure timely payment of your sick or vacation time, you must enter your sick and vacation time into Workday. Your manager can also enter this time on your behalf if you are unable to.



TIP: Entering your available sick and/or vacation time into Workday at the beginning of your leave will help avoid any disruptions in your pay as you transition from paid Parental Leave to unpaid Parental Leave.

Parental 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 parental leave

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

If you choose to take additional unpaid Parental 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 re-turn 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)
1 st payroll after re-turn 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
2 nd payroll after re-turn 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
3 rd payroll after re-turn 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
4 th payroll after re-turn 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, adoption or placement 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/adoption /placement 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/adoption/placement of your child.

Plan(s)	Allowable change(s)
Medical, Dental and Vision	<ul style="list-style-type: none"> Add your newborn or adopted child to your coverage
Health Care Spending Account and Health Savings Account	<ul style="list-style-type: none"> Begin/stop contributions Increase/decrease contributions
Dependent Care Spending Account	<ul style="list-style-type: none"> Begin/stop contributions Increase/decrease contributions
Basic and Supplemental Life Insurance	<ul style="list-style-type: none"> Increase/decrease supplemental life coverage Update beneficiaries³
Family Life Insurance	<ul style="list-style-type: none"> Increase/decrease Spouse life and Child life coverage Newly enroll in Spouse and Child Life coverage
Supplemental Long-term Disability	<ul style="list-style-type: none"> Newly enroll in coverage
Voluntary Benefits	<ul style="list-style-type: none"> Increase coverage Update beneficiaries³
401(k) Savings, Retirement Plan and Employee Share Purchase Plan	<ul style="list-style-type: none"> Update beneficiaries³



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 or adoption 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 in **Smart-Choice** (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	<ol style="list-style-type: none"> 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) link⁶ if you are accessing from a non-BMO network. 3. Click the Enroll in your benefits coverage tile.
401(k) savings & Employee Share Purchase Plan	Anytime	When your beneficiary form is received	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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) link⁶ 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 10 th of month prior to the effective month	1 st of the month, depending on when you make your election	<ol style="list-style-type: none"> 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) link⁶ 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, voluntary, 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 because of the birth, adoption, or placement of a child.

When	Effective date	How to make changes
Anytime	Within 1-2 payrolls from the date you enter your change	<ol style="list-style-type: none"> 1. Within Workday, click on the My Pay application. 2. Under "My Tax Elections", select Withholding Elections.

Adoption Assistance Reimbursement

For eligible adoptions, you can be reimbursed up to \$10,000 of eligible adoption expenses per adopted child⁷. The adopted child must be under 18 years of age and cannot be related by birth or marriage to you or your spouse/domestic partner. Please see the **Adoption Assistance** operating procedure located at <http://cpandp.bmogc.net/en/Pages/070-1607.aspx> for more information.

To apply for your reimbursement, complete the **Adoption Assistance Request for Reimbursement form** located under Forms/Docs on www.bmousbenefits.com. Your request for reimbursement must be submitted within six months of the date the adoption is finalized.

Support for breastfeeding mothers

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

Employee Assistance Program (EAP)

TELUS Health offers a wealth of resources and confidential services to help you and your eligible dependents with so many aspects of your life - from everyday needs through to life's big transitions and in times of crisis. Access your TELUS Health Employee Assistance Program 24/7 by phone, web, or mobile app. Download the TELUS Health One app or visit one.telushealth.com.

Ways to contact TELUS Health	
Online	user ID: BMO_US password: Wellness@BMO
Phone	1-800-757-0327

Did you know? BMO 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 Financial Group (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: **bmo fg** Password: **backup**

⁷ If both parents work for BMO, the maximum benefit remains \$10,000 per adopted child.

Parental leave checklist and considerations

Step	Details	Check Box
Before your leave		
1	To initiate your parental leave claim, contact BMO's leave administrator (Matrix) at 1-888-295-7862 within 30 days before your anticipated leave start date (may be the birth, adoption, or placement date).	
2	Determine how much Parental Leave time you would like to take and discuss your plans with your manager.	
3	Complete and submit the 'Request for Parental 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 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 Parental Leave.	
During your leave		
1	Contact BMO's leave administrator (Matrix) and your manager within two days of the onset of your leave to confirm your leave start date.	
2	Notify your health insurance provider of the birth, adoption, or placement 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.	
Returning to work		
1	Notify BMO's leave administrator (Matrix) and your manager if there is a change to your return-to-work date.	
2	On your first day back, contact BMO's leave administrator (Matrix) 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.	
4	Depending on which systems you use for your job, your manager may need to work with Technology to restore your system access.	
5	If you adopted a child, submit your Adoption Assistance Request for Reimbursement form within 6 months of the date that the adoption is finalized.	

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.html
Benefits Information	www.bmousbenefits.com
Parental Leave operating procedure	http://cpandp.bmogc.net/en/Pages/070-2107.aspx <i>Please note: This URL may not be available outside BMO's network.</i>
Adoption Assistance operating procedure	https://intranet.bmogc.net/enterprise/CPandP/en/Pages/Policies/000/070-1607.aspx <i>Please note: This URL may not be available outside BMO's network.</i>
TELUS Health	Download the TELUS Health One app or visit one.telushealth.com . user ID: BMO_US password: Wellness@BMO 1-800-757-0327
Bright Horizons (back-up childcare program)	www.brighthorizons.com Employer user ID: bmofig and password: backup.
Matrix Absence Management, BMO's leave administrator	www.matrixabsence.com