



Sheridan Nurseries

Employee *Benefits*



2008

March 2008

To all our Employees:

Sheridan Nurseries provides a valuable benefit program that offers you and your family excellent protection at a minimal cost to you.

The "Employee Benefits Book" has been updated to help you in understanding policies, procedures and benefits associated with your employment. It will help you picture the broad scope of the program and to understand how company sponsored benefits work together with government programs.

We are pleased to announce the following enhancements to our benefits program this year:

- 1. Safety Shoe Benefit Increase to \$75 – see page 46 for more detail.**
- 2. Critical Illness Coverage – see page 25 for more detail.**

Should you have any further questions regarding our benefits program, please feel free to discuss them with your Manager or the Payroll and Benefits Department.

We encourage your comments and suggestions on the benefits program or the information provided to you.



W.S. Stensson
President



R.K. Friesen
Vice President, Finance and Administration

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Extended Health Plan



Provincial Health Plans Extended Health Care Plan
Drug Card Emergency Travel Assistance

Extended Health Plan

Sheridan Nurseries recognizes the importance of providing good health benefits to its employees and their families to help cover the cost of hospital, medical and dental services.

Who pays for the Health Benefits program?

Sheridan Nurseries pays the full premium cost of the Health Benefits Plans.

Benefits are available from the following sources:

1. Ontario Health Insurance Plan (OHIP)
2. Sheridan Nurseries Extended Health Plan

1 Ontario Health Insurance Plan (OHIP)

OHIP is a government sponsored health insurance plan that assists in the coverage of basic medical and hospital expenses. This program is fully funded by the employer. Sheridan Nurseries pays the full statutory premium of 1.95% of gross payroll in Ontario.

Coverage includes such services as:

- Physician's fees
- Standard ward hospital accommodations
- Expenses for diagnosis and treatment during hospitalization
- Limited emergency out-of-province medical and hospital charges
- Eye examinations for person under 20 and for those 65 and over once a year. OHIP also covers a major eye examination once every 12 months for persons age 20-65 who have medical conditions requiring regular eye examinations. For more information, you can call the Ministry INFO line at 1-800-664-8988.

Participation in OHIP and dependents' eligibility is determined by government standards.

2 Sheridan Nurseries Extended Health Care Plan

How does the Extended Health Plan work?

1. You will be reimbursed for 80% of the eligible health care expense.
2. There is a \$25 deductible charge to you each calendar year.
3. The dispensing fee is subject to a maximum benefit of \$9 per prescription.

When does Health coverage start?

You and your eligible family members are covered under the Health Care Plan after you have been employed with Sheridan Nurseries for 3 months on a full-time basis.

Which family members are covered by the Health Plan?

1. Your spouse.
2. Your unmarried dependent children under age 22.
3. Coverage may be continued for dependent children past 22, providing they are full time students at an accredited school, college, or university, or are physically or mentally challenged and dependent on you for support.

It is important to note that drug cards for over age dependents expire each year on August 31st. To ensure drug coverage will continue for those returning to school, please inform your Payroll and Benefits Department.

Note: The Payroll & Benefits Department must be informed in writing upon the birth or death of a dependent or if you wish to change from Single Coverage to Family Coverage or from Family Coverage to Single Coverage so that the insurance company may adjust your coverage accordingly.

Extended Health Plan

What health expenses are covered by the plan?

Extended health care is designed to supplement the Provincial Health Plan and cover those medical expenses which are considered reasonable and customary for the services provided, but are not covered under OHIP. Covered expenses generally include services and supplies received for the treatment of non-work related injuries and diseases, or for pregnancy.

The following list of covered expenses is a summary only. For further information, please contact the Payroll & Benefits Department or call Manulife Financial directly at 1-800-667-5165.

Our Extended Health Care Plan covers:

- Drugs (including oral contraceptive drugs), serums, medicines and vaccines available only on the written prescription of a physician and dispensed through a regular pharmacist (see pg. 8 for additional guidelines and restrictions).
- Semi-private hospital room. If you or your eligible dependents are hospitalized, this benefit will pay the full difference between the hospital's semi-private room rate and the standard ward rate paid by your provincial health insurance plan.
- Services and supplies furnished by a licensed hospital, while the insured person is not confined to the hospital.
- Licensed ambulance, or other emergency transportation service, when used to transport the individual from the place the person was injured or became ill, to the nearest hospital where treatment is given, or from one hospital to another, or from a hospital to the person's residence.
- Services of a Registered Nurse (R.N.) provided in the home, while the insured person is not confined to a hospital, subject to a maximum \$25,000 in any calendar year. These charges will be considered eligible expenses, only when recommended by a physician and deemed medically necessary.
- Supply of braces, crutches, artificial limbs, eyes and approved prosthetic devices, required as a result of an injury or illness which occurred while insured under this policy.

- Rental of wheelchair, hospital type bed, or other approved durable equipment for temporary therapeutic use, required as a result of an injury or illness which occurred while insured under this policy.
- Orthopedic shoes up to a maximum benefit of \$400 per person, per calendar year. Physician or podiatrist recommendation must accompany initial claim.
- Orthotics inserts up to a maximum benefit of \$200 (special rules apply) per person, per calendar year. For more information on specific requirements for claim payment, please contact Manulife.
- Treatment by a registered masseur, if recommended by a physician or surgeon, up to a maximum benefit of \$600 per person, per calendar year. A physician's recommendation must accompany initial claim.
- Services of the following legally licensed practitioners, up to a maximum amount of \$600 per person, per calendar year: chiropractor; osteopath; podiatrist; chiropodist; and naturopath (must be licensed, certified or registered by provincial regulations.)
- Coverage for Accupuncture/Dietician and Christian Science Practioner Nutritionist are included under eligible licensed practitioners each with a \$600 per person, per calendar year maximum.
- Treatment by a legally licensed and registered physiotherapist. Physician recommendation not required.
- Necessary dental treatment required as the result of an accidental injury; subject to a maximum benefit of \$5,000 per accident.
- Treatment by a legally licensed and registered speech therapist, up to a maximum of \$600 per person, per calendar year.
- Treatment by a legally licensed and registered clinical psychologist, up to a maximum of \$600 per person, per calendar year.
- Hearing aids prescribed by a legally licensed otolaryngologist, up to a maximum of \$300 per person in any 5 consecutive years.
- Laboratory tests and x-ray examinations when recommended or approved by a legally licensed chiropractor, chiropodist or podiatrist once per calendar year.

Preferred Vision Services (PVS) Vision Care Discount

Although vision care is not covered you can take advantage of PVS, Preferred Vision Services Inc. This is an enhancement to your group coverage at work. You can receive a discount of up to 20% on lenses, frames, and contact lenses. PVS discounts are dependent on the outlet and other promotions offered when you make your purchase.

To get your discount, simply tell the provider you are a Manulife plan member, and ask for a PVS discount. You will need to bring along your Manulife card as proof of your coverage.

To locate a PVS provider near you, visit the PVS website at www.pvs.ca or call toll free at 1-800-668-6444.

Prescription drugs covered under the plan:

The plan includes mandatory generic substitutions for those prescription drugs that have a generic substitute. Should your physician insist on prescribing a brand name drug instead of a generic equivalent if one exists, the physician will be required to indicate "do not substitute" on the prescription to ensure the normal reimbursement coverage on the higher cost brand name version. Otherwise the reimbursement coverage will be based on the value of the generic drug cost.

The drug plan coverage of our benefits program is one of the major cost areas. You can assist Sheridan Nurseries in minimizing future benefit increases by:

1. Using a pharmacy that has a low dispensing fee. Costco, Price Chopper, Walmart, Supercentre, Zehrs, Zellers are just a few to mention that usually average lower than \$8.00. Shopper's Drug Mart usually averages above \$11.00.
2. Use generic drugs instead of brand name when possible.
Your doctor can be part of this solution.
3. Use the full prescription to ensure maximum effectiveness.

3 Drug Card

Each employee eligible for Extended Health Care will receive a card from Manulife for prescription drugs. Should you use a participating pharmacy, you will not be required to complete and submit claim forms to your insurance company. Instead, you will pay only the co-insurance portion of the cost (20%) and the pharmacist will submit the balance electronically to Manulife for payment. If you decide to use a non-participating pharmacy you will have to pay for the drug and submit your claim form and receipt for reimbursement to Manulife.

4 Emergency Travel Assistance

All employees and dependents covered by the extended health plan are automatically covered for medical emergencies while traveling or vacationing outside their province of residence.

Manulife Financial offers Emergency Travel Assistance (ETA) services which are administered by World Access (WA). If you should require medical assistance while traveling, contact World Access as soon as possible (before seeking treatment) so they can ensure you get the care you need without incurring unnecessary expenses. The call centre is available 24 hours a day, 365 days a year worldwide. The telephone number is listed on your Emergency Travel Assistance Card. If you do not have one, please contact the Payroll and Benefits Department.

It is important that you carry your card with you at all times when traveling as this is the only way World Access can check your coverage and guarantee payment to the medical facility where you are receiving care. In this way, World Access can eliminate the burden of most up-front payments for emergency medical care.

Emergency Travel Assistance has four main components:

1. Medical Assistance Services – WA will help you locate a doctor or medical facility and will monitor to ensure you receive adequate care.
2. Emergency Medical Care – eligible expenses will be reimbursed for emergency travel inpatient services (semi private accommodation; medical and surgical fees including physician fees: cost of prescription drugs, x-rays and other in patient expenses incurred during your stay.

...continued on page 10.

Extended Health Plan

...continued from page 9.

3. Transportation Services – case depending – ambulance services and certain airfare costs.
4. Personal and Legal Services – pre-trip services, legal services, personal assistance.

Claiming

If the expense you incur is for \$200 or less, you will be required to pay for these costs yourself and seek reimbursement upon your return. Please ensure you keep your receipts for these expenses to submit to OHIP and Manulife upon your return.

What expenses are not covered by our Extended Health plan?

You will not be reimbursed for expenses resulting from:

- Cosmetic surgery
- Vision care
- Charges of a physician or agency in excess of the allowable fee structure payable under a provincial health plan are not covered except in the case of emergency treatment while travelling outside your province of residence
- Smoking cessation drugs and products
- Fertility drugs and devices
- Viagra

How to submit a claim

Save all your original receipts. Each receipt should show the name of the patient, date of service and supplies or purchases as well as the amounts charged. Drug bills must show the "Drug Identification Number", quantity and amounts charged. Obtain a claim form by downloading it from Manulife's website at www.manulife.ca/groupbenefits or from your department supervisor. Send the claim directly to Manulife (to the Toronto address shown on the form). If your claim is approved, you will receive a cheque from Manulife reimbursing you for the eligible expenses.

If you have questions concerning an expense, claim form or settlement, contact Manulife directly or the Payroll & Benefits Department.

When does Health coverage stop?

Coverage under the Health Benefits program for you and your dependents stops on the day you cease active employment with Sheridan Nurseries due to a permanent layoff, termination of employment or retirement, or after two years on long term disability coverage or one year on WSIB benefits.

Dental Plan



Dental Plan

The Sheridan Nurseries Dental Plan is designed to encourage good dental health by helping with the cost of preventive and routine treatments.

Who pays for Dental benefits?

Sheridan Nurseries pays the full premium cost of the Dental Plan.

When does your Dental Coverage start?

You and your eligible family members are covered under the Dental Plan after you have been employed with Sheridan Nurseries for 3 months on a full-time basis.

Which family members are covered by the Dental Plan?

1. Your spouse.
2. Your unmarried dependent children under age 22.
3. Coverage may be continued for dependent children past 22, providing they are full time students at an accredited school, college, or university, or are physically or mentally challenged and dependent on you for support.

Note:

The Payroll & Benefits Department must be informed in writing upon the birth or death of a dependent or if you wish to change from Single Coverage to Family Coverage or from Family Coverage to Single Coverage so that the insurance company may adjust your coverage accordingly.

How does the Dental Plan work?

There is a \$25 deductible charged to you each calendar year. You will then be reimbursed for 80% of eligible dental expenses up to \$1,500 a year for you and each of your eligible dependents. Reimbursement will be based on the prior year Dental Association fee guide.

What dental expenses are covered by the plan?

- Oral examinations and diagnosis, once every 6 months.
- Preventive therapy - prophylaxis (cleaning) once every 6 months and scaling - 8 units/year/adult and 2 units/year for children under the age of 13.
- Topical applications of sodium or stannous fluoride (to prevent decay), once every 6 months.
- Bite-wing X-rays, once every 6 months.
- Full mouth X-rays, once every 24 months.
- Extractions, uncomplicated removal of teeth.
- Surgical extractions of impacted teeth.
- Plastic fillings (amalgam, silicate, acrylic or equivalent).
- Laboratory procedures and diagnostic X-rays required in relation to dental surgery.
- General anaesthetic where reasonably and customarily required.
- Oral hygiene instructions once every 6 months.
- Consultation when required by the attending dentist.
- Emergency endodontic treatment and conservative root canal therapy.
- Periodontic treatment and other diseases of the gums and tissues of the mouth.
- Passive space maintainers (those that do not move the teeth) for dependent children only.
- Repair or relining and rebasing of dentures (once every 3 years), including addition of new teeth, but not including the cost of dentures, their replacement or duplication.

The above list of covered expenses is a summary only. For further information, please call Manulife directly at 1-800-667-5165 or contact the Payroll & Benefits Department.

The Dental Plan does not cover the following services:

- Services or supplies that are primarily for cosmetic dentistry.
- Orthodontic treatment or correction of malocclusion.
- Nutritional counselling or protective athletic appliances.
- Dentures and bridgework (including crowns and inlays forming the abutments).
- Prosthetic devices (including bridges and crowns).
- Services and supplies that are primarily for cosmetic dentistry.

How to claim?

In most cases, your dentist should be able to submit your claim electronically (EDI). If not, take along a Manulife claim form or have your dentist complete a standard dental form. It must be fully completed and signed by your dentist and yourself before mailing it to Manulife.

When treatment is expected to cost over \$500:

For a lengthy, extensive, or costly treatment, it is recommended that an estimate (treatment plan) is submitted to Manulife before any work is done. A treatment plan is a written report from your dentist itemizing the proposed procedures and costs. Based on the received treatment plan, the insurance company will advise you, ahead of time, how much will be covered by our Dental Plan and any amount you will have to pay.

When does Dental coverage stop?

Coverage under the Dental Plan for you and your dependents stops on the day you cease active work due to a permanent layoff, termination of employment, retirement, or after two years on long term disability or after one year on WSIB benefits.

Income Protection



Long Term Disability Plan

Short Term Disability Plan

Government Disability Programs

Income Protection

Your income protection benefits are designed to assist you when you are unable to work because of illness or injury.

You can receive benefits from:

1. **Sheridan Nurseries Long Term Disability Plan**
2. **Sheridan Nurseries Short Term Disability Plan**
3. **Government Programs**
**Employment Insurance (EI), Workplace Safety and Insurance Board (WSIB),
Canada Pension Plan (CPP)**

Who pays for Disability coverage?

The Company pays the full cost of disability plans and also contributes towards government programs. Both you and Sheridan Nurseries contribute to the Employment Insurance Commission and Canada Pension Plan.

1 Sheridan Nurseries Long Term Disability Plan

Disability benefits provide you with a basic level of income for an absence resulting from accidents or illnesses that are not work-related*.

***Note:**

Benefits available from the Workplace Safety and Insurance Board (WSIB) are for work-related injuries or illnesses only.

When does Disability coverage start?

You are covered under the Disability Plan after you have been employed with Sheridan Nurseries for 3 months on a full time basis.

How much can I expect to receive if I am disabled?

Your disability must be severe enough to prevent you from fully performing your regular job. There is a 120 day waiting period before you can claim for benefits. If at the end of that period, you are still totally disabled, you will receive a basic monthly income equal to 60% of your average gross monthly earnings. If you receive income from other sources (payments from employer's pension, Workplace Safety and Insurance Board (WSIB), Canada Pension Plan (CPP), automobile disability insurance) your benefits will be reduced accordingly. Amount of benefits payable under Long Term Disability is not subject to income tax or deductions.

How long will Long Term Disability benefits be paid?

Benefits will be paid until you recover enough to perform your regular job or suitable employment can be arranged. Otherwise, you may be eligible to receive benefits up to the age of 65.

How do I claim Long Term Disability benefits?

Contact the Payroll & Benefits Department.

When does Disability coverage stop?

This benefit terminates due to permanent layoff, termination of employment, attainment of age 65 or early retirement.

2 Sheridan Nurseries Short Term Disability Plan

If you are a full-time employee and have been with the company for at least 3 months, you will qualify for Short Term Disability benefits. This benefit provides supplementary short term income protection for you when you are too sick to work. These benefits may also be extended to cover those occasions when family emergencies occur or when medical or dental appointments can only be scheduled during a normal working day. Sick days are counted towards your 10 Personal Emergency Leave days. (See page 43)

Short Term Disability Benefits for Hourly Employees

You are eligible to "allocate a daily maximum of 6 hours of sick pay", i.e. if you work for 5 hours and go home sick for the remainder of the day, you will be paid for a total of 6 hours, and you will have used up 1 hour of your sick pay. The maximum benefit increases (as following) with the years of service on your anniversary date:

Years Of Service	Sick Hours Per Year	Daily Maximum
3 to 12 months	6	6
1 to 2 years	18	6
2 to 5 years	30	6
5 plus years	42	6

Employment Insurance

The Employment Insurance system which is managed by Service Canada provides income benefits in case of illness, non-occupational injury, or pregnancy. If you do not qualify for coverage through the company sponsored plans, you may be eligible for employment insurance benefits.

A benefit of 55% of your weekly insurable earnings (up to a maximum of \$435 a week). Regular benefits can be paid from 14 to a maximum of 45 weeks, after a two week waiting period. Most people will need between 420 and 700 insurable hours of work during their qualifying period to qualify, depending on the unemployment rate in their region at the time of filing their claim for benefits. A medical certificate stating how long the illness is expected to last must be provided. For further information contact your Service Canada at 1-800-206-7218 or the Payroll & Benefits Department.

Short Term Disability Benefits for Salaried Employees

Your maximum benefit for short term disability increases with your years of employment with Sheridan Nurseries. In case of illness, your salary continuation will be as follows:

Years of Service	Weeks Per Year
0 to 1 year	1 week
1 to 2 years	4 weeks
2 to 3 years	8 weeks
3 to 4 years	12 weeks
4 plus years	16 weeks

Can I accumulate unused sick days?

You cannot carry forward any unused sick hours into the following year and this will be reset annually on your anniversary date.

Is a Doctor's note required?

It is at your managers discretion to request a doctors note if you are absent for more than 3 consecutive working days because of illness or injury.

3 Government Disability Programs

Workplace Safety and Insurance Board (WSIB)

This is an employer sponsored program, which provides you with a disability benefit for work related injuries or occupational diseases. The amount of the benefit is based on the extent of your injury and your current earnings.

To ensure full coverage, complete written records are needed for all claims. Any injury that is sustained on the job - no matter how minor - MUST be reported to your supervisor immediately.

Benefits available to employees injured while on the job include:

- Compensation for lost wages (85% of your net earnings).
- Pensions for permanently disabled employees.
- Vocational rehabilitation.
- Payment of medical expenses including bills from hospitals, doctors, and other medical practitioners.
- Dependent's benefit: burial allowance and pensions payable to families of fatally injured workers.

Canada Pension Plan (CPP)

The Canada Pension Plan (CPP) provides a disability pension for you and your dependents. These benefits are available to you, if you have contributed to CPP for at least 4 of the last 6 years and you have earned at least 10% of YMPE (Yearly Maximum Pensionable Earnings - \$44,900 in year 2008). You also have to be considered totally disabled by Pension Plan legislation.

Survivor Benefits



**Life Insurance Accidental Death and Dismemberment Insurance
Government Death Benefits Medical and Dental Benefits**

Survivor Benefits

Survivor benefits help protect your family's financial security if you die or are seriously injured in an accident. Benefits are available from the following sources:

- 1. Life Insurance**
- 2. Accidental Death and Dismemberment Insurance**
- 3. Government Death Benefits**
- 4. Medical and Dental Benefits**

Who pays for Life and Accidental Death and Dismemberment Insurance?

Sheridan Nurseries pays the full cost of Life Insurance and the Accidental Death and Dismemberment (AD&D) premiums. Life Insurance premiums are a taxable benefit. Sheridan Nurseries also pays the full cost of your government Workplace Safety and Insurance coverage and contributes equally with you to the Canada Pension Plan (CPP). If you die, the amount of your life insurance benefit is paid to your beneficiary. You may name anyone you wish as your beneficiary and you may change it at any time (subject to provincial law). If you wish to change your beneficiary, please contact the Payroll & Benefits Department.

1 Life Insurance

When does Life Insurance coverage start?

You and your eligible dependents are covered for life insurance after you have been employed with Sheridan Nurseries for 3 months on a full-time basis.

How much Life Insurance do I have?

Life insurance coverage for you and your dependents is as follows:

	Life Insurance
Employee (Standard Amount)	\$15,000
Employee (Manager/Supervisor/ Foreman/Head Cashier)	1 X Annual Salary*
Spouse	\$5,000
Child under age 14 days	\$500
Child - age 14 days to 21 years inclusive	\$2,500

There are reductions at age 65 to 50% and at age 70 a further 50% to a maximum benefit of \$100,000 (Life and AD&D).

* exclusive of bonuses, overtime and commission.

When does Life Insurance coverage stop?

Life Insurance coverage for you and your dependents stops at retirement or at the termination of employment. After leaving Sheridan Nurseries, you may be able to convert your life insurance into an individual Life Insurance Policy without having to take a medical examination. The terms of this life insurance conversion are governed by the insurance company's master policy. For more information contact Manulife at 1-800-667-5165.

2 Accidental Death and Dismemberment Insurance

Accidental Death and Dismemberment Insurance (AD&D) provides a payment for injury or death due to an accident. You are covered 24 hours a day for any accident occurring on or off the job.

When are AD&D benefits paid?

If you are injured in an accident and you suffer any of the following losses (within 365 days of the accident) an AD&D benefit will be paid as in the following schedule:

For Loss Of:	Percentage of AD&D Benefit* Amount Paid
Use of both arms, both hands, both legs or both feet	200%
Quadriplegia, Paraplegia, Hemiplegia	200%
Brain Death	100%
Life	100% of benefit
One hand and one foot	100%
One hand or one foot and the entire sight of one eye	100%
One hand, one foot or the entire sight of one eye	66 ^{2/3} %
Both hands, both feet or entire sight of both eyes	100%
Use of both arms and both hands	100%
Use of one arm or one leg	75%
Use of one hand or one foot	66 ^{2/3} %
Four fingers, same hand	33 ^{1/2} %
Thumb and index finger of one hand	33 ^{1/3} %
All toes, same foot	12 ^{1/2} %
Speech and hearing	100%
Speech or hearing	66 ^{2/3} %
Hearing in one ear	25%

*Benefit amount is equivalent to two times your stated life insurance.

To whom are AD&D benefits paid?

If you die due to an accident your beneficiary would receive the AD&D benefit in addition to your Life Insurance. If you incur a physical loss due to an accident, the AD&D benefit is paid directly to you or to your legally appointed guardian in the event of mental incapacitation.

NEW!

Effective February 1, 2008, Sheridan Nurseries is pleased to announce the inclusion of "Critical Illness Coverage".

The Critical Illness is a provision under the AD&D benefit which would pay an employee 5% of their current AD&D coverage to a maximum of \$10,000 if they were to suffer from an illness such as heart attack, stroke, cancer or kidney failure. The benefit amount will only be paid once even though you may be diagnosed with more than one of the specified illnesses.

When is coverage in effect?

After benefit coverage for the insured person has been in effect for a period of 90 days, then is diagnosed with heart attack, cancer, stroke or kidney failure and the insured person survives for a period of 30 days thereafter and is under age 65.

When does the AD&D and Critical Illness coverage stop?

AD&D coverage stops on attainment of age 75 or on the day you cease active work due to a permanent layoff, termination of employment or retirement. Upon termination of employment, an insured person may convert his/her insurance to an individual insurance policy and this must be done during the 31 day period following termination of employment.

3 Government Death Benefits

Workplace Safety and Insurance Board

If you die as a result of an occupational injury or disease, eligible members of your family will receive benefits under the Workplace Safety and Insurance Plan. These include a lump sum funeral allowance, a lump sum payment to your spouse and monthly income benefits to your spouse and dependent children. Benefit levels are adjusted periodically to reflect changes in the cost of living.

Canada Pension Plan (CPP)

Death benefits that may be payable from the Canada Pension Plan (CPP) include a lump sum payment to your estate, a monthly spouse's pension, and a monthly benefit for each dependent child. These benefits are adjusted annually to reflect changes in the cost of living. Contact the appropriate government office for further information.

4 Medical and Dental Benefits

Workplace Safety and Insurance Board

Upon the death of an insured employee, health and dental coverage continues for dependents for 24 months from the date of death or the date the policy or benefit terminate, whichever is earlier.

Retirement



Company Pension Plan Retirement Savings Plan (RSP)
Government Pension Benefits

Retirement

The Sheridan Nurseries Pension Plan is designed to give you a monthly retirement income which in addition to government pension income and other personal savings will provide you with a good foundation for future security. You also have an opportunity to build an additional pension income by participating in the Company's RSP Plan.

Benefits are available from the following sources:

- 1. Company Pension Plan**
- 2. Group Registered Retirement Savings Plan**
- 3. Non Registered Savings Plan**
- 4. Government Pension Benefits**

Who pays for Retirement Benefits?

Both you and Sheridan Nurseries contribute equally to the Company Pension Plan and Government Pension Plan.

1 Company Pension Plan

Participation in the Company Pension Plan is on a voluntary basis. All eligible permanent employees can join the pension plan after 6 months of employment with Sheridan Nurseries.

How do I find out more about the Pension Plan?

Ask the Payroll & Benefits Department for an information kit. Sheridan Nurseries, together with retirement professionals, also hold information meetings on a regular basis. All Sheridan Nurseries employees are invited to attend.

How much do I contribute to the Plan?

Pension Plan members are highly recommended to contribute the full 3.5% of their total earnings up to \$44,900 which is the Yearly Maximum Pensionable Earnings level (YMPE) for 2008. On earnings in excess of \$44,900 the contribution level will be 5%.

Why Should I Join?

- a) Your contributions are **FULLY MATCHED** by Sheridan Nurseries.
- b) Your contributions give you immediate tax savings on every pay cheque.

How are my contributions invested?

The flexibility of the Money Purchase style pension plan that is used by Sheridan Nurseries allows you to choose your own investment mix. You have full control over both your own and company contributions. You will receive quarterly statements from Standard Life showing the value of your plan. You can change your investment structure as often as you want by calling directly to one of the financial consultants at Standard Life at 1-800-242-1704 or by accessing your pension account through the VIP room on Standard Life's website www.standardlife.ca.

Working at Sheridan Nurseries after retirement

Effective December 12th, 2006, "Mandatory Retirement" at age 65 is no longer legislated. Employees can choose how long they wish to remain in the workplace, based on their own lifestyles and circumstances, so long as they are capable of performing their jobs and duties to normal company standards.

Although Provincial legislation allows the employers discretion whether or not to continue benefits past age 65, Sheridan Nurseries is please to inform you that the following benefits will be extended:

- Extended Health Plan
- Extended Dental
- Company Pension
- Income Protection
- Other Benefit Coverages

Extended Health Plan

- Working employees age 65+ are covered under the "Ontario Drug Benefit Program". Included in this program are approximately 3,000 quality assured prescription drug products; a number of limited use drug products; some nutritional products; and some diabetic testing products. There is no dependent coverage when they reach age 65.
- Continuance of Sheridan's Health Plan for employees over age 65 until end of employment. When the employee (age 65+) goes to the pharmacist the prescription would go through "Ontario Drug Benefit Program" first. If not covered through ODB the employee would send in through Sheridan's plan with Manulife. By offering this extension of benefits to employees 65 and over, employees continue to receive dependent coverage plus the following benefits: out of country coverage, semi private rooms, licensed ambulance, registered specialists and therapists, homecare and nursing, orthopedics, prosthetic appliances and medical equipment, hearing aids, and fracture benefit.

Extended Dental Plan

- Continuance of Sheridan's Dental Plan for employees over age 65 until end of employment.

Retirement

- Pension - Sheridan will continue to match pension contributions until the employee reaches age 71.
- RRSP Contributions – the last day you can contribute into an RRSP is December 31st of the year in which you turn 71.

Income Protection

- Sheridan will maintain their “short term disability” plan until the employee’s employment ends.

Other Benefit Coverage

- Sheridan Lifestyles Plus Discount Card
- WSIB
- Vacation Pay
- Statutory Holiday Pay

What will discontinue at age 65?

Long Term Disability Coverage will end at age 65.

What if I turned 65 before December 12th, 2006?

There was no change for employees who turned 65 prior to December 12, 2006 and chose to continue working at Sheridan Nurseries. These individuals are still required to sign a temporary work agreement for up to a maximum period of one year. This is at the discretion of your supervisor or manager and is subject to an annual review. Your rate will be negotiable and will be determined by the duties, hours of work and the level of responsibility for the position assigned to you. If your job duties and responsibilities remain at your pre-retirement level then your remuneration is likely to remain the same. Your vacation pay will continue to be paid at the same rate as before your retirement. All your company benefits would have ceased at age 65 or on your last day of work.

What if I leave Sheridan Nurseries before I retire?

1. In Ontario, if you have been a member of the Company Pension Plan for less than two years, you will receive a full refund of your pension contributions at the current market value. You will not be entitled to any company contributions made to your plan.
2. If you have been a member for more than 2 years and if you joined the Company Pension Plan after December 31, 1992 your pension funds are invested in the Money Purchase Plan. Upon termination, you are eligible to receive a full refund of both your own and Sheridan's contributions at the current market value. This refund must be transferred into a Locked-In Registered Savings Plan. Upon termination or retirement, you must call a Standard Life representative or they will send you statement of options.

After two years of participation in the company pension plan, the employer's portion is vested and becomes your property.

What happens to my Pension when I die?

1. If you die before you retire, your spouse will be eligible for a pension or if no spouse's pension is payable, your beneficiary would receive a refund of your contributions with interest.
2. If you die after you retire, benefits would depend on the form of pension payment you chose at retirement.

Retirement Counselling

Financial retirement counselling from our Pension Advisors is available to you at no extra cost. Please contact your Payroll & Benefits Department for more information.

2 Group Retirement Savings Plan (RSP)

To help with your personal savings for retirement, Sheridan Nurseries offers you the convenience of a RSP Payroll Deduction Plan. You are eligible to join after 6 months of service with Sheridan Nurseries.

Are my contributions matched by Sheridan Nurseries?

Unlike the Company Pension Plan your contributions are not matched by the company.

How much can I contribute?

This depends on government legislation and the RSP limit you have. This information is sent to you by Canada Revenue Agency each year on your notice of assessment. If you did not receive this, you can contact Canada Revenue Agency directly.

Why should I join?

There are several advantages of the Group RSP:

- (a) you can contribute to the Group RSP through convenient payroll deductions;
- (b) your contributions give you immediate tax savings on every paycheque;
- (c) there is no minimum investment requirement.

For example:

Normally when you want to buy a \$1,000 RSP, you have to pay \$1,000 and then when you file your income tax return, depending on your income tax bracket, you can receive a tax refund of approximately \$300. When you do it through convenient payroll deductions, you don't have to pay \$1,000 up front, you contribute bi-weekly, and you don't have to wait for your tax refund, because the system immediately adjusts your taxes, so you will pay only \$700 in net pay for your \$1,000 RSP. You will not get back a tax refund of \$300 when you file your tax return because you have already received this tax saving in your net pay.

How are my contributions invested?

The Group Retirement Savings Plan allows you to choose your own investment mix. You have full control over your contributions and investment structure. You will receive quarterly statements from Standard Life showing the value of your plan. You can change your investment structure as often as you want by calling directly to one of the financial consultants at Standard Life at 1-800-242-1704 or by accessing your RSP account on the Standard Life VIP website (www.standardlife.ca). You can transfer these funds to any financial institution, or they can be withdrawn for cash in whole or part at any time. Your VIP# is located on your initial letter from Standard Life when you enrolled. If you do not have this letter, please contact Standard Life directly for your pin number.

How to join?

Application forms and information booklets are available from your Payroll & Benefits Department.

Can I stop making contributions?

Inform your Payroll & Benefits Department, in writing, if you want to stop or change your contribution amount. If you want to transfer your RSP funds to another financial institution please contact Standard Life directly. You have sole control over these funds and their investment.

3 Non-Registered Savings Plan

We are pleased to announce that we are offering another savings vehicle for you through Standard Life. This new investment vehicle is a Non-Registered Savings Plan which was launched effective June 1st, 2007.

Non-registered savings plans operate similar to a personal savings account. By enrolling in the non-registered plan, you have the opportunity to receive all the advantages of the products currently offered to us by Standard Life in our RSP and Pension plans (with the exception of the real estate funds). This plan will offer you lower investment fees than you may find elsewhere due to our large purchasing power with Standard Life. However, it will not offer the tax savings that you would receive through an RSP because it is non-registered.

For more details or to enroll in the Non-Registered Savings Plan, you must contact your Office Supervisor or the Payroll & Benefits Department to request an enrolment form. If you have any general questions please feel free to call anyone in the Payroll & Benefits Department. If you have any investment related questions please call Standard Life at 1-800-242-1704.

4 Government Pension Benefits

Retirement benefits are available from the following sources:

1. Canada Pension Plan (CPP)

If you have made contributions to Canada Pension Plan (CPP) you are entitled to apply for a monthly Government Pension at the age of 65 or if you are between 60 and 64 and meet the earning requirements set out in the legislation. Please contact Service Canada at 1-800-277-9914 for more information on entitlement and monthly benefits. The maximum monthly amount payable as of January 1, 2008 is \$884.58.

2. Old Age Security (OAS)

This retirement benefit is provided to all Canadians. If your total annual income is above a certain amount your monthly old age security pension will be reduced. The maximum monthly benefit payable as of January 1, 2008 is \$502.31.

3. Guaranteed Income Supplement (GIS)

The Guaranteed Income Supplement (GIS) provides additional money, on top of the OAS, to low-income seniors living in Canada. To be eligible for the GIS benefit, you must be receiving the Old Age Security (OAS) pension. Eligibility also depends on whether your income and that of your spouse or common-law partner, exceeds a specific amount. The maximum monthly benefit payable as of January 1, 2008 is \$634.02.

For more information on Canada Pension Plan (CPP), Old Age Security (OAS) and Guaranteed Income Supplement (GIS), you can visit the Service Canada website www.servicecanada.gc.ca.

4. Provincial Medical Coverage

The Provincial Drug Plan is available to all persons age 65 or over. This plan provides drug subsidy coverage at a nominal cost. Contact your local Ontario Health Insurance Plan (OHIP) office for details or visit their website at www.health.gov.on.ca.

Statutory Holidays



Statutory Holidays

Statutory Holidays

- New Year's Day*
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- Labour Day
- Thanksgiving Day
- Christmas*
- Boxing Day*

* Refer to Company Policy concerning Christmas Day, Boxing Day and New Year's Day Statutory Holiday Pay for Nursery Employees.

- Please note that the August Civic Holiday is not a statutory holiday.

*Sheridan Nurseries closes all areas on Family Day, Christmas Day and New Year's Day.

Garden Centres and Head Office

All full-time, part-time (including students) or on a limited term contract, qualify for statutory holiday pay unless they:

- Fail without reasonable cause to work their entire shift on their regularly scheduled days of work before or after the holiday, or
- Fail without reasonable cause to work their entire shift on the statutory holiday, if they agreed to work that day. Employees are generally considered to have "reasonable cause" for missing work when something beyond their control prevents them from working. Examples include, but are not limited to: absences related to personal emergency leave, as well as absences for family medical leave.

Public holiday pay is calculated by taking all regular wages and vacation pay earned in the four (4) weeks preceding the holiday and dividing it by 20.

An employee who works on a statutory holiday is entitled to time and one half for hours worked on the holiday. This is in addition to the paid holiday if you are eligible for it.

Nursery Employees of Sheridan Nurseries

Under the Employment Standards Act, there is no provision to pay nursery employees statutory holiday pay. However, if you are a permanent hourly employee and have been employed with Sheridan Nurseries for at least three months, you are eligible to receive up to 8 hours of pay for the statutory holiday. In addition, you will be paid for any hours you work on the day of the observed holiday, at your regular hourly rate. You must work the scheduled day before and after the statutory holiday. If you are laid off when the statutory holiday occurs you are not eligible to receive statutory pay.

Additional Benefit Information



Vacation Personal Day Jury or Witness Leave
Pregnancy Leave and Parental Leave Family Medical Leave
Association Fees and Education Emergency Leave
Coffee Breaks Bereavement Overtime
Sheridan Plus Discount Card Clothing and Uniform Allowances

1 Vacation

Sheridan Nurseries values the importance of annual vacations and makes every effort to ensure that you receive time off to which you are entitled.

Salaried Employees

If you are paid on a salaried basis, you are entitled to a two weeks paid vacation period after completing one year of employment. This increases to three weeks after completing five years of service, four weeks after ten years and five weeks after twenty years.

Vacation time earned in one year can be carried forward to the next year. This must be preapproved by your manager prior to the end of the current year.

Hourly Permanent Employees

If you are paid on an hourly basis, you will earn 4% of your gross earnings with the entitlement of two weeks vacation time after completing one year of employment with Sheridan Nurseries. After a full five years of employment with Sheridan Nurseries, you will receive three weeks vacation time or 6% of your gross earnings. Vacation pay earned in the calendar year can be carried forward to the next year.

Note: Vacation pay must be requested to your Supervisor within the appropriate pay periods.

Hourly Seasonal and Part-time Employees

All seasonal and part-time employees will be paid vacation pay equal to 4% of their gross earnings included with their regular bi-weekly pay. The scheduling of vacations is subject to the approval of your manager and must take into account such considerations as seasonal and other operating requirements.

2 Personal Days - Unpaid

Sheridan recognizes that extra time off during the year can be a valuable employee benefit in our hectic lifestyles. In addition to paid vacation days, if you desire additional unpaid time away from work please feel comfortable to discuss this with your Manager. We will try to be as accommodating as possible.

3 Jury or Witness Leave

Sheridan Nurseries recognizes that service on a jury is a civic responsibility. Should you be called for jury duty or act as a witness in court, and you are a permanent, eligible employee, the company will pay you the difference between the court's daily stipend for jurors and what you would have earned per scheduled day, had you worked, for a maximum of 10 days.

4 Pregnancy Leave and Parental Leave

Eligible employees are entitled to take 17 weeks of Pregnancy Leave and 35 weeks of Parental Leave (if they have taken Pregnancy Leave). All other eligible parents, including pregnant employees who don't take Pregnancy Leave, can take up to 37 weeks of Parental Leave. These are unpaid, job-protected leaves. You will continue to earn seniority credit for length of service. There is no interruption to your group benefits or pension.

5 Family Medical Leave

Employees can take Family Medical Leave to care for and support certain family members who have a serious illness with a significant risk of dying within a period of 26 weeks. It is an unpaid, job-protected leave of up to 8 weeks in a 26-week period. The 8 weeks do not have to be taken consecutively. An employee can take a single week of leave at a time. However, if an employee only takes part of a week, it is still counted as a full week leave. All employees whether full-time or part-time, permanent or contract, who are covered under the Employment Standards Act (ESA) are entitled. Please contact Payroll and Benefit Department for more information.

6 Association Fees and Education

Sheridan Nurseries recognizes the importance of education and enhancing the professionalism of its employees. Both your success and that of the Company depend largely on adequate training and the full development of your skills and abilities. You are encouraged to explore the opportunity for continuing studies. Your Manager or Supervisor can advise you on which courses are most appropriate for your present position, or to help you prepare for future advancement. To be eligible for reimbursement, course selection must be pre-approved by your Manager before you register. At this time, you will be informed of what portion of your fees will be refunded to you. After you complete the course you must submit proof that a passing grade was achieved.

Sheridan Nurseries also provides in-house and inter-departmental training to employees. Discuss what training programs are available with your Supervisor or Manager. Professional membership fees and related expenses will be reimbursed to you providing they are directly related to your position and activities performed while you are an employee of Sheridan Nurseries. Qualification for this benefit must be pre-approved by the President or your division Vice President.

7 Personal Emergency Leave

Emergency leave is an unpaid, job protected leave up to 10 days each calendar year. Emergency leave may be taken in the case of illness, injury and certain other emergencies and urgent matters. The 10 days of an emergency leave don't have to be taken consecutively. However, emergency leave is counted in full days. You must inform your Supervisor that you will be taking an emergency leave of absence.

If an employee has to begin the leave before notifying their Supervisor, they must do so as soon as possible after starting the leave. An employer is allowed to ask an employee to provide evidence that he or she is eligible for an Emergency leave of absence. The employee is required to provide evidence that is reasonable under the circumstances.

Reasons for an unpaid emergency leave can be:

- Personal illness, injury or medical emergency, and
- Death, illness, injury, medical emergencies of or urgent matters relating to:
 - A spouse or same-sex partner
 - A parent, step-parent, foster parent, child, step-child, foster child, grandparent, step-grandparent, grandchild, or step-grandchild of the employee, the employee's spouse or the employee's same-sex partner
 - The spouse or same-sex partner of an employee's child
 - A brother or sister of the employee
 - A relative of the employee who is dependent on the employee for care or assistance

Note: Sick days are counted as part of your Personal Emergency Leave days.
(See page 18)

8 Coffee Breaks

All Hourly Employees

All hourly employees are provided with paid breaks as follows:

Between 0 hours and up to 4 hours	no paid break
Greater than 4 hours and up to 6 hours	1-15 minute break
Greater than 6 hours and up to 8 hours	2-10 minute breaks
Greater than 8 hours and up to 10 hours	2-15 minute breaks
Greater than 10 hours	3 -15 minute breaks

Note: Lunch break is unpaid. Times of break are at the discretion of management and may be changed to better serve our guests.

9 Bereavement

When a death occurs in your immediate family, Sheridan Nurseries will provide up to three days of paid compassionate leave. Members of your immediate family are your spouse, mother, father, mother-in-law, father-in-law, brothers, sisters or children. In the case of death of a grandparent or grandchild, Sheridan Nurseries will provide you with one day of paid compassionate leave to attend the funeral. Contact your Manager if extended leave is necessary.

10 Overtime

Garden Centres and office hourly employees are paid overtime after 44 hours of work in one week, the week running from Monday to Sunday. Overtime is paid at a rate of one-and-a-half times the regular hourly rate. No overtime is paid to salaried employees or farm employees.

11 Sheridan Lifestyles Plus (SLP) Discount Card

Company products may be purchased by employees at reduced prices at any of the Sheridan Nurseries Garden Centres. Your discount will depend on your position and years of service and applies to the regular retail price. Your discount card may be used by you and your immediate family (including children, spouse and parents providing you accompany them).

The discount structure is as follows:

Managers and Assistant Managers	40%
Supervisors and Forepersons	30%

Other eligible, permanent employees:

• up to 3 months of employment	no discount
• over 3 months and up to 5 years of service	20%
• over 5 years and up to 10 years of service	30%
• over 10 years of service	40%

You are not eligible for a discount on Landscape services, Floral delivery orders (Teleflora®), gift cards, delivery, planting charges and products ordered from outside companies such as firewood, soil, sod, gravel, etc.

12 Safety Shoes and Uniforms

NEW!

SAFETY SHOES - \$25 INCREASE

(Effective January 1, 2008)

Sheridan Nurseries requires all employees working in the Garden Centres or Nursery to wear safety shoes. This includes administrative staff at all locations (excluding head office).

Garden Centres and Nursery Workers

Temporary/part time employees

50% up to \$50 once per year.

Permanent employees/Offshore workers

50% up to \$75 once per year. After one year of full-time employment, you will be entitled to 2 subsidized pairs of safety boots per year.

Administrative Staff

50% up to \$75 once per year.

All Staff: Boots must be shown to your manager to ensure they comply with regulations (i.e. green triangle patch); receipts must be submitted to your manager for reimbursement.

You must work at least six weeks to be eligible for this refund.

Uniform - Nursery Employees

When you are required to wear a company approved rain suit and/or hard hat, Sheridan Nurseries will subsidize your purchase, providing you have been employed with the company for at least 6 weeks. Reimbursement is at 50% to a maximum of \$15 on rain suits and \$5 on hard hats. Shipping forepersons are entitled to one pair of coveralls, with a 50% reimbursement, up to a maximum amount of \$20. In addition to the above clothing allowance, shipping forepersons, and truck drivers are entitled to an initial set of clothing that is entirely paid for by the Nursery.

This set consists of the following:

2 pair of trousers/shorts

5 shirts (long or short sleeve)

1 jacket

Sheridan Nurseries will pay an annual subsidy of 50% of the cost for the same number of garments as the initial set.

Your shirt will be crested with the “Sheridan Nurseries” logo and will include your first name. If a cap is worn, this must be a Sheridan cap. Two caps per year will be provided to you free of charge.

As a tractor driver or field foreman you are entitled to a 50% reimbursement on coveralls, up to \$40 on insulated coveralls and up to \$20 on regular coveralls.

For more details regarding your clothing and uniform allowances, please contact your manager.

Uniform - Garden Centre Employees

You are required to wear a company approved uniform. As a full-time employee, you will be provided with a uniform allowance of \$145. As a part-time employee, you are entitled to a uniform allowance of \$85. If a cap is worn, this must be a Sheridan Nurseries cap. Two caps per year will be provided to you free of charge.

Uniform available:

1. Golf shirt
2. Sweat shirt
3. Shorts
4. Wind breaker
5. Parka

See your manager for a detailed list including prices.

Directory and Cards

Contacts

Telephone numbers and websites

Sheridan Nurseries Head Office

905-873-0522 or 416-798-7970
Confidential Payroll fax line: 905-873-1548
www.sheridannurseries.com

Manulife

Policy number - 901803

1-800-667-5165
www.manulife.ca/groupbenefits

Standard Life

1-800-242-1704
www.standardlife.ca

Service Canada

(Employment Insurance)

1-800-206-7218
www.servicecanada.gc.ca

Service Canada

(Old Age Security (OAS) and Canada Pension Plan (CPP) Benefits)

1-800-277-9914
www.servicecanada.gc.ca

OHIP

www.health.gov.on.ca

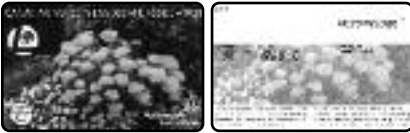
Preferred Vision Services

(PVS)

1-800-668-6444
www.pvs.ca

Cards: When your coverage is in effect, you will receive from the Payroll and Benefits department a Maritime Life card that you will provide to your pharmacist and dentist. This card has our Sheridan Nurseries policy number 901803 and your own certificate number. You will also receive a World Access card for out of province travel anywhere around the world and a Sheridan Lifestyles Plus discount card.

Maritime Life card



World Access card



Sheridan Lifestyles Plus Discount Card



This booklet describes the principal features of the group benefit plan sponsored by Sheridan Nurseries, but Group Policy 901803/4 underwritten by Manulife, Group Policy AB10201101 underwritten by ACE INA Life Insurance and Pension Policy RS-101138 underwritten by Standard Life are the governing documents. If there are variations between the information in the booklet and the provisions of the policy, the policy will prevail.



Sheridan[®]
Nurseries

Sheridan Nurseries

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