



## COMPANY LEAVE OF ABSENCE (LOA) PROGRAM

### Policy

The Company will consider requests for a temporary unpaid leave of absence (LOA) for instances stated below when a full-time regular or full-time 75 regular team member is not eligible under the Federal Family and Medical Leave Act (FMLA) and/or any State Leave Programs.

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

When it is medically necessary or otherwise permitted, team members may take leave intermittently or on a reduced schedule. A team member may be required to use any accrued Earned Time before taking any unpaid leave unless otherwise approved or allowed by state or federal law.

The Company retains full discretion to grant or deny a leave of absence request. If a team member requires a leave of absence as an accommodation for the team member's disability, please refer to the Disabilities in the Workplace policy, and contact Human Resources.

### Procedure

1. Request: An LOA request must be submitted in writing to their supervisor and to Human Resources indicating the reason(s) for leave and beginning and end dates at least 30 Days in advance, except in the case of extraordinary circumstances. A medical questionnaire completed by the team member's or family member's health care provider may be required.
2. Extension Request: An extension request must be submitted in writing to their supervisor and to Human Resources indicating the reason(s) for the extension request.
3. Return from LOA: The team member may return to the same or similar position they were in prior to the leave. A fitness-for-duty certificate from their medical provider listing any potential restrictions or accommodation requests prior to being restored to employment may be required.
4. Failure to Return: A team member who does not return from LOA on the designated date of return and has not submitted an advance written extension request to their supervisor and Human Resources will be considered to have voluntarily resigned from employment as of the last day of their approved LOA.
5. Benefits During Leave: An eligible team member may be provided up to 12 weeks of benefit continuation, will retain accumulated benefit status, and accrue Earned Time. If a team member fails to pay for their portion of the benefits insurance premiums or to return to work following their leave, their benefits may be terminated as of the last day of the month in which the leave began.