



LEAVE OF ABSENCE POLICY

Policy

The Company will consider requests for a Medical leave of absence for instances stated below, and the team member is not eligible under the Federal Family and Medical Leave Act (FMLA) and/or any State Family Medical Leave laws.

- 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.

A team member does not need to use leave in one block of time. When it is medically necessary or otherwise permitted, team members may take leave intermittently or on a reduced schedule.

The Company will consider requests for a General leave of absence when a non-medical unusual/unavoidable circumstance requires absence from work.

The Company retains full discretion to grant or deny a Medical or General 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. Definition: A Medical leave of absence or a General leave of absence (LOA) is an approved temporary leave from employment without pay.
2. Request: The team member must request a Medical LOA or General LOA in writing stating the purpose for the leave, and the beginning and ending dates of the leave. The request is to be submitted to the team member's supervisor and to Human Resources at least two weeks in advance of the time desired, except in the case of exceptional circumstances and/or emergency medical treatment. The supervisor, in consultation with Human Resources, will review the request and base the decision upon the circumstances, duration of the leave request, adequacy of staffing, and the team member's overall performance record prior to the request for the leave.

Requests for Medical LOA may require a medical questionnaire completed by the team member's care provider to allow the Company to assess whether accommodations other than a leave of absence may be appropriate, how long a leave would last, and other work-related matters. General LOA for a family members' medical reason may require a written note from a medical provider including the length of the leave that will be needed. For a Medical LOA for the team member's own medical reason, the team member will be required to present a fitness-for-duty certificate from their medical provider to be restored to employment.

3. Extension Request: If during the leave, the team member finds that they cannot return from a Medical LOA or General LOA on the date specified, they must submit in writing, an extension request to their supervisor and to Human Resources indicating the reason(s) for the extension request. The supervisor, in consultation with Human Resources, will decide whether the request can be approved based upon the specific circumstances and if staffing permits.
4. Return from a Medical LOA: The team member may return to the same position they were in prior to the leave; or if the same position is not available, the team member may be assigned to a similar position.

Return from a General LOA: If possible, the team member may return to the same position they were in prior to the leave; or if the same position is not available, the team member may be assigned to a similar position; or if no immediate opening is available, the team member may be terminated from employment, and they may apply for future openings with the Company. The Company cannot guarantee that team members who take a General LOA will return to their previous job or to employment generally with the Company.

5. Failure to Return: A team member who does not return from a Medical LOA or a General LOA on the designated date of return and had not submitted an advance written extension request to their supervisor and Human Resources will be considered to have voluntarily resigned from employment. If this event occurs, the resignation date will be the last day of the approved leave of absence.
6. Benefits During Leave: An eligible team member who is approved for a Medical LOA may be provided up to 12 weeks of benefit continuation. The team member will retain accumulated benefit status, and will accrue additional benefits, such as Earned Time, while on the leave. A team member is required to use any accrued, but unused Earned Time while on leave (leave runs concurrently with Earned Time). Group insurance benefits will continue to be provided up to 12 weeks, and the team member will be responsible for their portion of the benefits insurance premiums during the leave. If a team member fails to pay for their portion of the benefits insurance premiums during the leave, or fails to return to work following their leave, the team member's benefits may be terminated as of the last day of the month in the month in which the leave began.

An eligible team member approved for a Medical LOA extension following 12 weeks of leave, is not eligible for additional benefit continuation. Group insurance benefits will end at the end of the month following the original 12 weeks of leave. The team member may be eligible for continuation of benefits coverage under COBRA if the reason for LOA is for a COBRA qualifying event.

A team member who takes an approved General LOA will retain accumulated benefit status, but will not accrue additional benefits, such as Earned Time, while on the leave. When a team member is approved for General LOA, group insurance benefits may end at the end of the month following the LOA start date. The team member may be offered continuation of benefits coverage under COBRA if the reason for LOA is for a COBRA qualifying event.

Human Resources will let you know whether a leave will impact your benefits. A team member may use any accrued, but unused Earned Time while on leave (leave runs concurrently with Earned Time).