



Leave of Absence Policy

Full-time and part-time team members are provided certain types of Leaves of Absence to accommodate medical, personal, military, workers' compensation and bereavement needs.

The following types of leave may be granted:

- **Medical** – team member is medically unable to work due to illness, injury (non-work related), **pregnancy, maternity**, organ or bone marrow donation, or to care for an ill or injured family member, including those situations that qualify under the Family and Medical Leave Act (“FMLA”)
- **Personal** – team member needs time away from work to tend to personal matters, including those situations that do not qualify under the FMLA
- **Military** – team member voluntarily or involuntarily enters the Armed Forces active duty or is required to participate in training to fulfill obligations as a member of the reserves or National Guard
- **Workers' Compensation** – team member is medically unable to work due to injury on the job
- **Bereavement** – team member needs time away from work after the death of a loved one

Eligibility/Length

Team members may request an unpaid medical Leave of Absence immediately after hire. Team members requesting a Personal Leave need to be continuously employed for six (6) months at the time the leave begins. This waiting period is not required for Workers' Compensation or Military Leaves, leaves qualifying under the Americans with Disabilities Act (“ADA”), or similar state laws.

Medical and Workers' Compensation Leaves of Absence will not ordinarily extend over six (6) months in length, unless otherwise required by federal or state law. Reasonable accommodation in the form of extending your Leave of Absence for a specified period may be available to you under the ADA or similar state law.

Team members may not perform their job duties (e.g., voicemail, e-mail, conference calls) while on a Leave of Absence. Falsification or material misrepresentation of leave documentation may result in termination.



Procedures

Notify your supervisor of your intention to take a Leave of Absence at least 30 days in advance. If the need for leave is not foreseeable, provide notice as soon as practicable, generally within four days of learning of the need for a Leave of Absence. Failure to provide 30 days' advance notice for a foreseeable leave may result in a delay in processing the Leave of Absence request.

When planning necessary medical treatment, and in the case of intermittent leave or leave on a reduced schedule, consult with your supervisor, Store Manager or District Director and make an effort to schedule the leave so business operations are not unduly interrupted, subject to approval by your health care provider.

Contact Sprouts' leave of absence administrator within 2 business days if your leave is unplanned or up to 30 days prior to any planned leave. Your call will prompt the leave of absence administrator to send you a leave packet via the email and/or home address provided at intake.

Pay

Generally, Medical Leave is *unpaid* leave. Where permitted by law, team members are required to substitute vacation and sick days as follows: If you request leave because of the birth, adoption or foster placement of your child, any available sick time will be substituted for unpaid medical leave. If you request leave because of your own serious health condition, or to care for your covered family member, any available sick time will first be substituted for any unpaid leave, and once exhausted, any available vacation will be substituted for the remainder of the leave. Team members may also apply for disability benefits (e.g., Short-term Disability, Long-term Disability, state-provided disability), if eligible. Paid time off accruals will be suspended during unpaid leave unless paid time off hours are used.

Benefits While on Leave

You can voluntarily cancel your benefits while on leave of absence as a Qualified Life Event within 60 days from your LOA start date. If you wish to keep your benefits active while you are out of work on a leave of absence, you can continue to make the benefit premium payments that would normally be withheld from your weekly paycheck. Your benefit premiums owed will be placed in an arrearage account with payroll to be withheld from future paychecks upon your return to work. During paid leave, your share of the premiums will continue to be paid through payroll deductions. During unpaid leave, if you wish to send in a check to pay your benefit premiums instead of paying double premiums when you return, please contact the HR Support Desk at 480-385-2300 to make arrangements.



Return to Work

Team members must contact their supervisor at least two (2) weeks before expiration of the leave to confirm the return-to-work date. If you cannot return to work on your expected return to work date, contact your supervisor and the leave of absence administrator. You may need to provide additional documentation and/or an updated doctor's note to extend your leave.

Team members returning to work from leave for their own medical condition must submit a doctor's release to the Sprouts internal leave department at LOA@sprouts.com. You will not be allowed to return to work until this documentation is received. Any continued medical restrictions must be reported and evaluated by the leave department. Failure to provide the release may result in delay or denial of reinstatement.

Efforts will be made to reinstate team members to the same or equivalent position upon return to work. Sprouts cannot guarantee you will be returned to your original job or store. Except for FMLA-qualifying leaves, or as otherwise required by law, there is no guarantee of reinstatement and Sprouts may fill or eliminate the position during the leave. Team members returning from leave who cannot be placed in a suitable position will be terminated.

Reinstatement is not guaranteed if the leave was obtained fraudulently, the team member is unable to perform the essential functions of the job due to a physical or mental condition, or in cases of ADA-qualifying leaves, the team member cannot return to work upon exhaustion.

Failure to report to work promptly at the end of an approved leave of absence, or to contact Sprouts with an update on your anticipated return or need for additional leave, will result in termination. If you will not be returning to work at Sprouts, please provide written notice of resignation to your supervisor or the Human Resources department.

In addition to the leaves described herein, Sprouts complies with all applicable state and local laws relating to various forms of protected absences. Team Members may be entitled to time off under applicable state or local laws. For additional information, please contact Human Resources.