



Personal Leave Policy

Sprouts may grant an unpaid personal leave of absence for non-medical, non-pregnancy, personal reasons or where a team member is otherwise ineligible for leave under Sprouts' other leave policies and/or applicable law. Requests for personal leave will be evaluated and approved at your manager's discretion based on a number of factors, including business needs, anticipated work load, and staffing available during the proposed leave period. Absent extenuating circumstances, which Sprouts will assess and determine on a case-by-case basis, team members are eligible for personal leave only after having completed six (6) months of continuous employment with Sprouts. Personal leaves of absence will generally not be approved for any team member who is actively engaged in the disciplinary process or who is the subject of a workplace investigation at the time of the request.

As soon as you become aware of the need for personal leave, please seek approval from your supervisor. If your supervisor approves your leave request, you must contact Sprouts' leave of absence vendor to file for leave. You may request up to five (5) weeks of personal leave in a rolling 12-month period.

All personal leaves must be pre-approved by management. Failure to follow obtain pre-approval or to otherwise follow the leave process outlined in this policy will result in discipline, up to and including termination for job abandonment.

Vacation Use

Personal leave is unpaid. However, you will be required to use any available vacation concurrent with your personal leave. Once vacation is exhausted the remainder of the leave will be unpaid. Team members eligible under the enhance time off policy will receive pay for up to ten (10) business days within a rolling 12-month period.

Returning from Approved Leave

When your personal leave ends, reasonable efforts will be made to return you to the same position or, if it is not available, to a similar open position for which you are qualified. However, Sprouts cannot guarantee your reinstatement. If you fail to report to work promptly at the expiration of the personal leave, or if you are unable to return to work with or without reasonable accommodation, your employment will be terminated.

Medical and Other Benefits During Approved Leaves

During an approved personal leave, Sprouts will maintain your health benefits as if you continued to be actively employed. If paid leave (for example, vacation) is substituted for unpaid personal leave, Sprouts will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, your benefit premiums owed will be placed in an arrearage account with payroll to be withheld from future paychecks upon your return to work. You should expect to pay double premiums for your benefits until your arrearage account is paid off. If you wish to send in a check to pay for your benefits premiums instead of paying double premiums when you return, please contact the HR Support Desk at 480-385-2300. If you fail to return to work following your leave, you will be responsible for payment of any health insurance premiums paid by Sprouts during your leave.