



## **Parental Leave Policy**

### **Purpose/Objective**

Sprouts will provide up to four (4) weeks of Paid Parental Leave to Eligible Team Members (defined below) within twelve (12) weeks of the birth or the placement of a child with an Eligible Team Member in connection with adoption or foster care. Paid Parental Leave enables the Eligible Team Members to care for and bond with a newborn or a newly adopted or newly placed child. This policy runs concurrently with the federal Family and Medical Leave Act (FMLA) leave and/or any state or local leave laws, as applicable and will be in effect for births, adoptions, or placements of foster children occurring on or after January 1, 2020.

### **Eligibility**

Eligible Team Members must meet the following criteria:

- Employed by Sprouts for at least 6 months (the 6 months do not need to be consecutive).
- Be a full- or part-time, regular team member (contractors, temporary team members, and interns are not eligible for this benefit).
- Experienced one of the following events on or after January 1, 2020 and within twelve (12) weeks of the leave request:
  - Gave birth to a child;
  - Had a spouse or partner who gave birth to a child; or
  - Adopted a child or had a foster child placed in their care (in either case, the child must be age 17 or younger).

### **Amount, Time Frame and Duration of Paid Parental Leave**

- Eligible Team Members will receive a maximum of four (4) weeks of Paid Parental Leave per birth, adoption or placement of a child/children.
- A multiple birth, adoption, or placement (e.g., birth of twins or adoption of siblings) does not increase/extend the amount of Paid Parental Leave.
- In no case will an Eligible Team Member receive more than four (4) weeks of Paid Parental Leave in a rolling 12-month period, regardless of whether more than one birth, adoption, or foster care placement event occurs within the rolling 12-month time frame.

- Approved Paid Parental Leave may be taken at any time during the twelve (12) week period immediately following the birth, adoptions or placement of a child with the team member and may not be used or extended beyond this twelve (12) week period. Any unused Paid Parental Leave will expire at the end of the twelve-week time frame.
- Payments for Paid Parental Leave will be paid based on the Eligible Team Member's regular, straight time weekly pay, excluding any bonuses or other compensation.
- Paid Parental Leave will be paid on a weekly basis on regularly scheduled pay dates and will be based on the average number of hours the team member worked for the last 12 months (or six months if tenure is less than 12 months).
- Eligible Team Member must take Paid Parental Leave in on continuous period of leave.
- For birth mothers, Paid Parental Leave benefit can be used to fill the waiting period before Short-Term Disability benefits begin.
- Eligible Team Members will not be paid for any unused Paid Parental Leave on termination.

### **Requests for Paid Parental Leave**

- Eligible Team Members must complete a Personal Information Form (PIF), at least 30 days prior to the proposed start date of the leave (or if the leave was not foreseeable, as soon as possible). Additional documentation (such as a birth certificate) may be required.
- Sprouts reserves the right to deny a Paid Parental Leave request when foreseeable leaves are not scheduled in advance, when Eligible Team Members fail to provide appropriate documentation, or for any other business reason.

### **Coordination with Other Leaves**

- Paid Parental Leave taken under this policy will run concurrently with leave under the FMLA and any state or local counterparts or leave laws. Please refer to the Family and Medical Leave Policy for further guidance.
- Sprouts will maintain all benefits for Eligible Team Members during the Paid Parental Leave period.
- If a company holiday occurs while the Eligible Team Member is on Paid Parental Leave, the Eligible Team Member will receive holiday pay, but holiday pay will not extend the total Paid Parental Leave entitlement.
- An Eligible Team Member who takes Paid Parental Leave but is not eligible for FMLA leave will be afforded the same level of job protection during Paid Parental Leave as if the Eligible Team Member was on FMLA-qualifying leave.