



Enhanced Time Off Policy FAQs:

1. Q. Why are we moving to the Enhanced Time Off program?

A. One of our core values is Embrace Healthy Living. With that in mind, we are constantly striving to improve the benefits we provide to our team members to improve their well-being, and time off is an important part of that. Reports show that work-life balance in the U.S. is becoming more elusive. In an effort to combat that, we are changing to the enhanced time off program to convey trust in our team members, support their lives and families and reduce red tape. As long as team members can manage their work effectively, they have the flexibility to regulate their personal lives without having to worry whether those demands match precisely with a one-size-fits-all vacation policy. Additionally, Enhanced Time Off treats team members as individuals. Work styles and personal lives differ from person to person and year to year. Those differences have implications for the amount of time off people need in order to lead healthy, productive lives, and an enhanced policy gives team members the freedom to adapt their time off to their circumstances.

2. Q. Can I really take off as much time as I want?

A. Trust is a two-way street. We offer our team members flexibility because we want to invest in their personal lives. However, the investment needs to be mutual. In return for flexibility, we ask our team members to invest themselves in our Values and Passion, making sure their work gets done and gets done well, so our organization can thrive, our customers are served, and our colleagues can balance their lives, too.

3. Q. How will my supervisor determine whether to approve my time off?

A. The Enhanced Time Off program focuses less on 'the clock' and more on a team member's contributions. Team members are trusted to manage their time, while supervisors evaluate and guide their performance. Some general considerations are:

- a. Business needs – There may be times of the month/quarter/year that are busier than others so vacation might be more difficult during those times. Also, your department may be involved in larger company projects and related deliverables, and those projects must be on track in order for team members to take time away.
- b. Department staffing needs – Most departments have minimum coverage requirements, especially if your department supports other areas of the business. Your supervisor will ensure there is no gap in service.
- c. Work performance – Our best performers are always rewarded, so if a team member is having challenges meeting deadlines or meeting performance expectations, they may need to buckle down and improve prior to taking time away. (We understand something may be occurring in a team member's personal life that is affecting their work, which may lead to reevaluation of the time off request.)
- d. Your ability to meet your work commitments – Each supervisor is responsible for ensuring their department goals are met. At the end of the day, it is up to your supervisor to determine what is best for the team as it relates to meeting those goals and expectations while honoring your need for work-life balance.

4. Q. Why is enhanced time off in place for the support and regional teams, but not the stores?

A. We believe in the spirit of the policy and that it shows we value our team members. But, like many new policies or approaches, we decided to evaluate it over time before extending it to the entire organization.



- 5. Q. In the policy, it mentions everyone is expected to take a minimum of two weeks off each year. Do I need to track my time?**

A. We request that each team member fill out a PIF, similar to the current process. We will use this to track vacation taken. On a quarterly basis, we will run reports that show who has taken vacation (and who hasn't) to ensure team members are taking time off.
- 6. Q. If I need help regarding the policy who should I go to?**

A. Your Regional Human Resource Advisor will be able to assist you, for teams at Support Office, please go to your Human Resource Representative (Kristin Fowler).
- 7. Q. Can I still donate time to "Gift of Time"**

A. Since you are no longer accruing vacation, you will not have any balance to donate. But we will be establishing a fund for cash donations that will be dedicated to assisting team members in times of struggle, similar to the Gift of Time fund that already exists. Stay tuned for additional information.
- 8. Q. If I need to take a leave of absence, can I just use my enhanced time off?**

A. This Enhanced Time Off Program does not apply to extended medical or family leaves. Any team member seeking extended time off due to a qualifying event under the federal Family & Medical Leave Act (FMLA), the Americans with Disabilities Act (ADA), or any state and/or local counterpart to these federal laws must follow Sprouts' normal leave of absence and/or accommodation procedures.
- 9. Q. How does this impact my accrued sick time? Do we still submit a PIF? If I am out of sick time, can I use my vacation time instead?**

A. If you are sick and have sick time, you should use your accrued sick time, and the process has not changed – a PIF should be completed and sent to payroll for processing. Enhanced time off should not be used in place of sick time.
- 10. Q. Do I still have the ability to cash out one week of vacation time per year?**

A. Fundamentally, vacation time is meant to be used to maintain healthy work-life balance, and not as additional cash compensation. We would rather you take time away to recharge than cash out a week of vacation and burn out.
- 11. Q. Will my tenure be taken into account as my supervisor is approving my vacation time?**

A. As mentioned earlier, the Enhanced Time Off Program focuses more on a team member's contributions. Team members are trusted to manage their time, regardless of their tenure at Sprouts. The general considerations are (1) business need, (2) department staffing needs, (3) work performance and (4) the department's ability to meet work commitments.
- 12. Q. Can I use vacation time for bereavement under the new policy?**

A. No, the Enhance Time Off Program is not a supplement to bereavement, please refer to the [bereavement leave policy](#) for more information on bereavement leave.
- 13. Q. What is the process if I perceive my supervisor is being unfair with my vacation requests?**

A. Your Regional Human Resource Advisor will be able to assist you, for teams at Support Office, please go to your Human Resource Representative (Kristin Fowler).