



## **Enhanced Time Off Policy**

### **Purpose**

Sprouts believes that team members should maintain a healthy work life balance with time away from work. And Sprouts trusts you to determine what is right for you, based on your workload and the collective need to achieve the company's goals.

Under this Enhanced Time Off policy, Eligible Team Members (defined below) will have access to take paid time off as needed, subject to prior approval by your manager (no voluntary paid time off will be accrued). See **Scheduling and Approval** below.

Each team member eligible for Enhanced Time Off is encouraged to take a minimum of two (2) weeks of time off each year.

### **Eligibility**

You are an "Eligible Team Member" for purposes of this policy if you fall into one of the following categories:

- A full-time position based at the Support Office (including Regional or Divisional roles)
- An exempt position at a Distribution Center

Part-time, temporary team members, contractors, and interns are not eligible for Enhanced Time Off.

### **Scheduling and Approval**

Enhanced Time Off must be scheduled in advance, preferably at least two (2) weeks prior to the requested start date, and is subject to supervisory approval.

Generally, you should not take more than two (2) weeks of time off consecutively due to the potential impact on the business and your work commitments.

Eligible Team Members are expected to maintain a high level of performance and to satisfactorily complete all functions of their job. You are expected to schedule your time off in a manner that is consistent with the needs of the business. Approval may be granted by your manager based on various factors, including but not limited to:

- Business needs;
- Department staffing needs;
- Your position level and work performance; and

- Your ability to meet your work commitments and duties.

Team Members who are absent for three (3) consecutive days without properly notifying and receiving approval from their manager are considered to have abandoned their job and voluntarily resigned their position.

**You will be required to record time off requests by completing a Personal Information Form (PIF). Failure to complete the PIF may result in disciplinary action or termination.**

### **FMLA, ADA & STD**

This Enhanced Time Off Policy 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.

Medically related absences still follow our FMLA, ADA, and Short Term, Disability (STD) claim guidelines, as well as, guidelines for various state and local leave laws, where applicable. You are still required to file an FMLA leave claim for an FMLA eligible absence that lasts at least three (3) days. Where applicable, leaves may also be available under a state and/or local counterpart to the FMLA. Sprouts also provides reasonable accommodations, which may include extended leave, for qualified individuals with disabilities as required by the ADA and its state and local counterparts. Finally, you are required to file an STD claim if your absence is due to your own medical condition and it is expected to last more than seven (7) calendar days. Please contact your Human Resources Team for more information on these leaves.

### **No Future Accrual**

Time off/Vacation is not accrued under this policy. As a result, eligible team members will not have a time off/vacation "balance" reflected on weekly paychecks/paystubs or in the HRIS system. Therefore, there is no unused time off at the end of each year, no carry-over of unused time off to the following year, and no payment for time off upon termination, whether voluntary or involuntary.

### **Leaves of Absence**

Under this policy, Eligible Team Members will receive pay for up to ten (10) business days within a rolling 12-month period for an extended, qualified leave of absence (specifically, medical leave or personal leave) unless federal, state or local law requires otherwise. For other forms of leave (e.g. [bereavement](#) or [jury duty](#)) please refer to those policies.

**Transfer & Promotions**

If, as a result of a promotion or transfer, you become an Eligible Team Member, your accrued PTO balance will be paid out, subject to tax withholdings and at your regular wage rate and you will be eligible under this policy for Enhanced Time Off.

If you move to a position that removes your eligibility to participate under this policy, as of your first day in the new position, you will begin accumulating PTO in accordance with the Accrued Paid Time Off Policy.