



Store & Distribution Center Accrued Vacation Policy

Purpose/Objective

Sprouts believes that team members should enjoy time away from work. An accrued paid vacation plan is available to Eligible Team Members (TM) as defined below.

Eligibility

For purposes of this policy, “Eligible Team Member” is a full- or part-time, regular team member. Contractors, temporary team members, and interns are not eligible for this benefit.

Accruals

Accruals are based on hours worked, which includes paid time off (excluding short-term disability or workers’ compensation leaves and/or payments and, where applicable, paid family leave) up to a maximum of 40 hours in a pay period. No time off will accrue during times the team member is on any leave of absence (e.g., medical, personal, maternity, etc.), except as required by applicable law.

The following chart shows what is accrued per hour worked:

Group	Team Members	Accrual Begins	First Year	After 2 Years	After Years 3-4	5-9 Years	10+ Years	Time Can Be Used
GROUP 1 Hourly Store	Department Manager, Asst. Department Manager, Administrative Coordinator, Scan Coordinator, Receiver, Senior Clerks, Head Cashier, Meat Cutter, Sales Ambassador, Customer Service Specialist, and Store Schematics Coordinator	Day 1	0.0192	0.0192	0.0385	0.0577	0.0769	After 30 days
GROUPS 2 & 3 Hourly Store	<i>Measured eligible</i> Back-up Administrative Coordinator, Back-up Receiver, Back-up Scan, Baker, Cashier, Department Clerks, Overnight Stocker, In-Store Shopping Clerk, and Self-Checkout Host	After 6 months	0.0192	0.0192	0.0385	0.0577	0.0769	After 6 months
GROUP 1	Store Manager, Assistant Store Manager, Perishable Manager, Non-Perishable Manager, Service Manager	Day 1	0.0385	0.0385	0.0385	0.0577	0.0769	Day 1
GROUP 1	Distribution Center - Hourly	Day 1	0.0192	0.0385	0.0385	0.0577	0.0769	Day 1

Vacation accruals are capped at 160 hours. If your total vacation time reaches 160 hours, vacation accrual will temporarily cease. When vacation is taken and the total amount falls below the 160-hour cap, the normal vacation accrual will begin again.



Accrued vacation is a benefit and not an earned wage. Accordingly, accrued but unused vacation is forfeited and will not be paid out upon separation of employment, whether voluntary or involuntary, unless required by law.

If you are rehired within 90 days of your last separation date, you will retain your most recent service date for purposes of vacation accrual.

Use and Scheduling

You are required to use available accrued vacation when taking time off from work. You may not borrow against your vacation bank; therefore, no advance leave will be granted. Vacation pay is not part of any overtime calculation.

Vacation must be scheduled in advance, preferably at least two (2) weeks prior to the requested start date and is subject to supervisory approval and department staffing needs. Sprouts reserves the right to deny vacation requests when not scheduled in advance, when operational needs require denial, or for any other business reason. Any vacation of more than three (3) days must be approved at least two (2) weeks in advance or it will be automatically denied.

Vacation Cash In

Sprouts allows you to cash in a maximum of 40 hours of accrued but unused vacation time each calendar year, paid at regular rate. You must cash in a minimum of eight (8) hours of unused vacation time per submission. Cashed in vacation pay is not part of any overtime calculations. Team members on leave of absence are not eligible to cash in vacation.

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