



### **Benefits Information While on a Leave of Absence**

While you are out of work on a leave of absence, your benefit coverage continues, and you remain responsible for the benefit premium payments that would normally be withheld from your weekly paycheck. If you are not receiving a paycheck during your leave of absence, the benefit premiums you owe 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.

Instead of paying double premiums when you return to work, you can choose to continue to pay your share of the benefit premiums while you are on leave. Please contact HR Support at 480-385-2300 Option 2 to request a breakdown of your benefits and monthly premiums. Premiums cannot be paid in advance. If you choose to pay your share of the benefit premiums while you are on leave, send a check or money order with your name and employee ID for your monthly premium to:

**Sprouts Farmers Market  
Attn: Benefits Department  
5455 E High St. Suite 111  
Phoenix, Arizona 85054**

If you have Legal Shield/ID Shield (866-339-9760), or Reliance (866-375-0775), please contact them directly to make payment arrangements.

You can voluntarily cancel your benefits while on leave of absence as a Qualified Life Event within 60 days from your LOA start date. To cancel, you are required to process a Life Event "Change Benefits due to Leave of Absence or Demotion" in MyHR.

If your leave extends beyond six (6) months, your benefits will be cancelled. Following cancellation, you will be eligible for COBRA and portability/conversion rights for life insurance.

When you return to work and your benefits were voluntarily cancelled or exhausted, you will have 60 days to reactive the benefits that you previously carried. To reactivate your benefits, you are required to process a Life Event "Return from LOA" in MyHR. The benefits will be effective the first of the month following your return to work.

If you fail to return to work following the end of your leave, you will be responsible for reimbursing Sprouts for any benefit premiums paid by Sprouts during your leave.