

SPROUTS™

FARMERS MARKET

Paid Sick Time Policy

Sprouts recognizes that team members will need time off from work to address their own care, diagnosis, or treatment of a mental or physical illness, injury or health condition (including preventive medical care), those of family members, and for related purposes. To the extent that applicable federal, state, and/or local laws mandate the accrual and use of paid sick time (“PST”), this policy is intended to ensure that all eligible team members who regularly work in those jurisdictions receive paid sick time in accordance with applicable law. Any applicable pre-existing PST policies are superseded by this policy.

Eligibility

All Sprouts team members, including full-time, part-time and seasonal team members, are eligible to begin accruing PST on their hire date.

Definitions

For purposes of this policy:

- *Child* shall include, where consistent with applicable law, biological, adopted, and foster children, stepchildren, or legal wards of a team member or a team member’s Spouse or children for whom a team member or a team member’s Spouse stands “in loco parentis,” regardless of age.
- *Family Member* shall include, where consistent with applicable law, a team member’s (1) Child; (2) Parent; (3) Spouse; (4) a grandparent, grandchild or sibling (whether of a biological, foster, adoptive or step relationship) of the team member or the team member’s Spouse; or (5) in limited jurisdictions, any other individual related by blood or affinity whose close relationship with the team member is the equivalent of a family relationship or a person with whom a team member has shared for the preceding twelve (12) months a mutual residence and with whom a team member maintains a committed relationship.
- *Immediate Manager/Supervisor* is the person you report to directly.
- *Parent* shall include, where consistent with applicable law, biological, adopted, and foster parents or stepparents of a team member or of a team member’s spouse/domestic partner, and in New Jersey the civil union partner of a parent or grandparent or a person who stood in loco parentis when the team member or team member’s spouse/domestic partner was a child.
- *Spouse* shall include, where consistent with applicable law, a person to whom a team member is lawfully married under the laws of any state as well as domestic partners, registered domestic partners, parties to a civil union, life partners, or a designated person of the team member’s choice.

Eligible team members should contact Human Resources with questions concerning whether any of the above definitions apply in a particular state or locality.

Policy

Eligible team members will accrue one (1) hour of PST for every thirty (30) hours actually worked. For more information on the amount of PST eligible Team Members may accrue and carryover annually, see the PST Entitlement Chart on the last page of this policy. Team members will not accrue PST during any unpaid leave of absence.

For purposes of this policy, all exempt team members will be presumed to work forty (40) hours per week (unless the team member's normal workweek is less than forty (40) hours, in which case accrual of PST is based on the team member's hours in a normal workweek).

PST may be used during the calendar year in which it is accrued. Where consistent with applicable law, accrued but unused PST will carry over to the next calendar year. Please see the PST Entitlement Chart on the last page of this policy for information on carryover in your location. Accrued but unused PST will not be paid out at the end of each calendar year or upon termination or resignation of employment.

PST Use

Eligible team members may use accrued PST beginning on their 90th day of employment except team members in Colorado and New Mexico¹. Eligible team members may use PST, where consistent with state or local paid leave requirements for:

- A team member's own care, diagnosis or treatment of a mental or physical illness, injury or health condition; medical diagnosis; or preventive medical care; or
- A Family Member's care or treatment of a mental or physical illness, injury or health condition; medical diagnosis; or preventive medical care; or
- Time off when a team member's place of business, or a child's school or place of care, has been closed by order of a public official due to a public health emergency, or for other health-related reasons, or in New Jersey to attend school-related conferences or events; or
- Absence due to domestic violence, or sexual abuse or assault, or stalking experienced by a Team Member, Family Member or household member² and use of leave is to seek medical attention, obtain victim services, obtain mental health services or counseling, seek relocation, or seek legal services; or
- Time off for bereavement following the death of a family member.

The use of PST for other purposes (such as vacation or "personal days") is prohibited unless located in Nevada³. Abuse of legally mandated PST under state or local law may result in disciplinary action up to and including termination. PST may be used in fifteen (15) minute increments⁴.

¹ In Colorado and New Mexico team members can use their accrued sick time immediately.

² In Seattle, Washington only, "household member" includes current and former spouses and domestic partners, persons who have a child in common, adult persons related by blood or marriage, adult persons who have resided or are residing together (including roommates), and persons 16 years of age or older who are or were residing together and who are or were in a dating relationship.

³ Team members in Nevada can use PST for any reason.

⁴ In Washington State and Philadelphia, PA locations, PST may be used in one (1) minute increments.

Procedures

Team members requesting time off under this policy should provide as much advance notice to their Immediate Manager/Supervisor as practicable. If the use of PST is foreseeable (e.g., medical appointments or surgeries scheduled in advance), team members must make a reasonable effort to schedule PST in a manner that does not unduly disrupt Sprouts’ operations. If possible, when providing notice, team members should tell their Immediate Manager/Supervisor how much PST they intend to use. This notice may be given orally, in writing, by electronic means (including e-mail), or by phone. Additionally, submit your request indicating your need for PST must be submitted before a foreseeable absence in order to be paid for time off.

If the need to use PST is not foreseeable, such as in the event of a sudden illness or to undergo emergency surgery, please give notice as soon as practical that you need to use PST. This notice may be made orally by electronic means, including e-mail, or by phone. Submit a request within five (5) days of an unforeseeable absence in order to receive PST. You must contact the following person(s) to provide appropriate notice:

Store Team Members	The Store Manager on-duty; if you must give notice before the store opens, please contact the authorized key carrier
Distribution Center Team Members	Your Immediate Manager/Supervisor
Support Office Team Members	Your Immediate Manager/Supervisor

Unless you are unable to communicate due to your mental or physical illness, injury, or health condition, or it is otherwise impossible or impractical, you must provide notice at least two (2) hours before the beginning of your shift. Calls made by relatives, friends or others are not proper notification and, unless otherwise required by applicable law, will only be accepted in cases of extreme emergency where you are physically unable to communicate. If the need to use PST arises during your scheduled work hours, please notify your Immediate Manager/Supervisor right away, orally, by electronic means, including e-mail, or by telephone.

Documentation for PST

Unless otherwise prohibited by emergency regulation, team members who take more than four (4) consecutive working days of PST may be required to provide appropriate documentation of the purpose for PST. If the reason for PST is due to a team member’s or a family member’s own medical condition, appropriate verification from a health care provider may also be necessary but should not explain the nature of the condition and should not result in an unreasonable burden or expense on the team member. If the reason for PST is due to a team member’s need for leave related to domestic violence, sexual abuse or assault, or stalking, documentation may include a police report, court order or other evidence from the court or a prosecuting attorney, other documentation from a victim advocate, attorney, member of the clergy, a medical or other professional, or a team member’s own written statement. Any documentation provided will be kept in a separate, confidential section of a team member’s personnel file. If requested, please provide documentation as follows:

Store Team Members	Provide documentation to the Administrative Coordinator
Distribution Center Team Members	Provide documentation to the Administrative Assistant
Support Office Team Members	Provide documentation to the Human Resources Business Partner or a member of the Employee Relations Team.

Unless otherwise prohibited by applicable law, Sprouts also reserves the right to require documentation verifying a team member's need to use PST if there are indications of a pattern of abuse, such as repeated use of unscheduled PST on or adjacent to weekends, holidays, or pay day, regardless of whether the team member has used PST for more than four (4) consecutive days.

Compensation for PST & PST Balance Information

PST will be paid in accordance with normal payroll procedures. A team members' PST accrual will appear on each paystub or wage statement. Please review the statement for accuracy and immediately contact the Human Resources Department if you have questions regarding the statement.

Cessation of Employment & Re-Hire

Sprouts will reinstate any previously accrued and unused PST for team members who are rehired within one (1) year from their separation date.

Relationship to Other Leaves

Leave under this policy may run concurrently with leave taken under other applicable policies as well as under federal, state, or local law, including but not limited to leave taken pursuant to the federal Family and Medical Leave Act (FMLA) and similar state laws, unless otherwise prohibited or using PST would result in a Team Member receiving more than their full rate of pay for PST covered time.

Additional Information

For more information regarding leave under this policy, contact your Immediate Manager/Supervisor or Human Resources or, where applicable, refer to the state and/or local PST notice displayed at your work site.

No Discrimination or Retaliation

Sprouts prohibits discrimination or retaliation against team members because of a team member's request for, or use of, legally mandated PST. If you believe that you have been treated unfairly on account of your use of legally-mandated PST, or your request for legally-mandated PST, please immediately report this concern to Human Resources so that the matter may be reviewed and appropriate corrective action may be taken.

PST Entitlement Chart

<u>Locations</u>	<u>PST Accrual Cap</u>	<u>PST Carryover Cap</u>
<u>Group A:</u> Cities of Dallas, Los Angeles, Oakland, San Diego & West Hollywood; Washington State; Maryland and New Mexico	Unlimited	Unlimited
<u>Group B:</u> California (except cities of Los Angeles, Oakland, San Diego & West Hollywood), Colorado and New York	56 hours	Unlimited
<u>Group C:</u> Arizona, Pennsylvania, New Jersey and Nevada	40 hours	40 hours
<u>Group D:</u> All other locations (those with no PST law)	24 hours	24 hours