

## VACATION TIME

GROUP	TEAM MEMBERS	ACCRUAL BEGINS	FIRST YEAR	AFTER 2 YEARS	AFTER 3 YEARS	AFTER 4 YEARS	5-9 YEARS	10+ YEARS	TIME CAN BE USED	MAX. ACCRUAL PER YEAR	HOLIDAY ELIGIBILITY	HOLIDAY HOURS
		THE BELOW IS WHAT YOU ACCRUE PER EACH HOUR WORKED.										
<b>GROUP 1</b> Hourly Store	Administrative Coordinator, Assistant Department Manager, Customer Service Specialist, Department Manager, Distribution Center Team Member, Head Cashier, Meat Cutter, Receiver, Sales Ambassador, Scan Coordinator, Senior Clerk, Store Schematics Coordinator	Day 1	0.0192	0.0192	0.0385	0.0385	0.0577	0.0769	After 30 days	160 hours	After 6 months	8 hours
<b>GROUP 2</b> Hourly Store <i>30+ avg. hours per week</i>	<b>Measured Eligible</b> Back-up Administrative Coordinator, Back-up Receiver, Back-up Scan, Baker, Cashier, Department Clerks, In-Store Shopper, Overnight Stocker, Self-Checkout Host	After 6 months	0.0192	0.0192	0.0385	0.0385	0.0577	0.0769	After 6 months	160 hours	After 6 months	6 hours
<b>GROUP 3</b> Hourly Store <i>25-29.99 avg. hours per week</i>	<b>Measured Eligible</b> Back-up Administrative Coordinator, Back-up Receiver, Back-up Scan, Baker, Cashier, Department Clerks, In-Store Shopper, Overnight Stocker, Self-Checkout Host	After 6 months	0.0192	0.0192	0.0385	0.0385	0.0577	0.0769	After 6 months	160 hours	After 6 months	4 hours
<b>GROUP 4</b> Hourly Store <i>24.99 avg. hours or less per week</i>	<b>Measured Eligible</b> Back-up Administrative Coordinator, Back-up Receiver, Back-up Scan, Baker, Cashier, Department Clerks, Interns (Support Office), In-Store Shopper, Overnight Stocker, Self-Checkout Host	After 6 months	0.0192	0.0192	0.0385	0.0385	0.0577	0.0769	After 6 months	160 hours	Not Eligible	Not Eligible
<b>GROUP 1</b>	Store Manager, Assistant Store Manager, Service Manager	Day 1	0.0385	0.0385	0.0385	0.0385	0.0577	0.0769	Day 1	160 hours	Day 1	8 hours
<b>GROUP 1</b>	Distribution Center	Day 1	0.0192	0.0385	0.0385	0.0385	0.0577	0.0769	After 30 days	160 hours	After 6 months	8 hours
<b>GROUP 1</b>	Support Office (including regional team members) Distribution Center Exempt	No accrual	N/A	N/A	N/A	N/A	N/A	N/A	Day 1	N/A	Day 1	8 hours

# PAID TIME OFF

## HOW TO CALCULATE YOUR VACATION ACCRUAL

Accrual rate x number of hours worked = time accrued for that week.

For example, Joe has worked at Sprouts for 3 years and is a cashier. His accrued time after working 30 hours in a week would be:  $0.0385 \times 30 = 1.155$  hours accrued

## PAID SICK TIME (PST)

Eligible team members may use accrued PST beginning their 90th day of employment. Eligible team members may use PST where consistent with state or local paid leave requirements for:

- Team member's own mental or physical illness, injury, or health condition; medical diagnosis; or preventative medical care, including conditions required home care.
- A family member's mental or physical illness, injury, or health condition; medical diagnosis; or preventative medical care, including conditions requiring home care.
- 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.
- Absence due to domestic violence, or sexual abuse or assault, or stalking.
- Time off for bereavement following the death of a family member.

Please refer to the full policy for details.

Sick time will reflect in the time system after 90 days.

## HOW TO CALCULATE YOUR SICK ACCRUAL HOURS PER WEEK

Accrual rate x number of hours worked = time accrued for that week.

For example, Joe is a cashier. His accrued time after working 30 hours in a week would be:  $0.0333 \times 30 = 1$  hour accrued.

SICK PLAN	TEAM MEMBER LOCATION	YOU CAN USE SICK TIME AFTER	ACCRUAL BEGINS	ACCRUAL RATE PER HOURS WORKED	ACCRUAL CAP PER YEAR	CARRYOVER YEAR TO YEAR
GROUP A	Cities of Dallas, Los Angeles, Oakland, West Hollywood, and San Diego; Maryland, Washington State, and New Mexico	90 days	Day 1	0.0333	Unlimited	Unlimited
GROUP B	California (except the cities of Los Angeles, Oakland, and San Diego), and Colorado				56 hours	Unlimited
GROUP C	Arizona, Pennsylvania, New Jersey, and Nevada				40 hours	40 hours
GROUP D	All other locations (Those with no PST law)				24 hours	24 hours

(1) Team members in New Mexico and Colorado are eligible to use accrued sick time immediately.

(2) Nevada team members are covered under a separate PTO policy.