

Your Medical Leave Journey

For corporate and division office hourly associates

Need to take some time off due to an illness, medical condition or procedure? Use this step-by-step guide to learn about what to do before, during, and after your medical leave.

1 Before: Requesting Leave



Request your leave

Notify your manager of your leave as soon as possible—at least 30 days prior for scheduled absences. Then, request a leave by:

- Submitting a request via **myACI > My HR > Leave of Absence, or**
- Calling the Associate Experience Center at **888-255-2269, option 6**

Update your address in myACI to ensure you receive all paperwork. You are responsible for updating your manager on your leave.



Review paperwork

The Centralized Leave Team will mail a packet to your home within 5 days of your leave request with any forms you must return, as well as contact information for the CLT Administrator assigned to your leave. Review your paperwork carefully to make sure you understand the documentation requirements. Some paperwork may require your doctor's signature.



Submit documentation

Submit a **Certification of Health Care Provider (CHCP) form** along with other requested forms via **myACI > My HR > Leave of Absence** or fax to **623-336-6305** within three weeks of receiving your LOA packet.

Then, look for a communication stating if your leave is approved. Opt in to email for the quickest approval. If your leave is not approved, contact your manager as soon as possible to discuss options.



Apply for Short-Term Disability

Call The Hartford at **855-532-7881** to initiate your claim.

The Hartford may request additional documentation. The Hartford will review your claim and approve your claim for a specific duration based on your condition or procedure.

Note: In some circumstances, you may need to apply for an additional state disability benefit. See the **Medical Leave Journey: Addendum for States with a State Benefit** for details.

2 During: While You're Out

Note: Notify your Leave Administrator if your leave begins on a different day than expected!



Get paid

Through STD and Paid Time Off (PTO), most associates are eligible for 100% of pay for up to 12 weeks of leave (assuming 2 weeks of PTO) and 60% of pay for up to 14 more weeks. Pay comes from The Hartford and may come on a different day than usual. **Submit paperwork on time to avoid delays.**



Keep your same benefits

Your benefits generally continue for some portion of your leave. During the unpaid portion of your leave, you will be billed for benefits directly, **not** via paycheck deductions. Access your benefits direct billing information by going to **myACI > My HR > My Benefits**.



Confirm return date

As your leave draws to an end, contact your CLT Administrator to confirm your return date. This ensures your pay is processed accurately and you have the systems access you need when you return. If for some reason your leave must be extended, contact your CLT Administrator to request an extension.



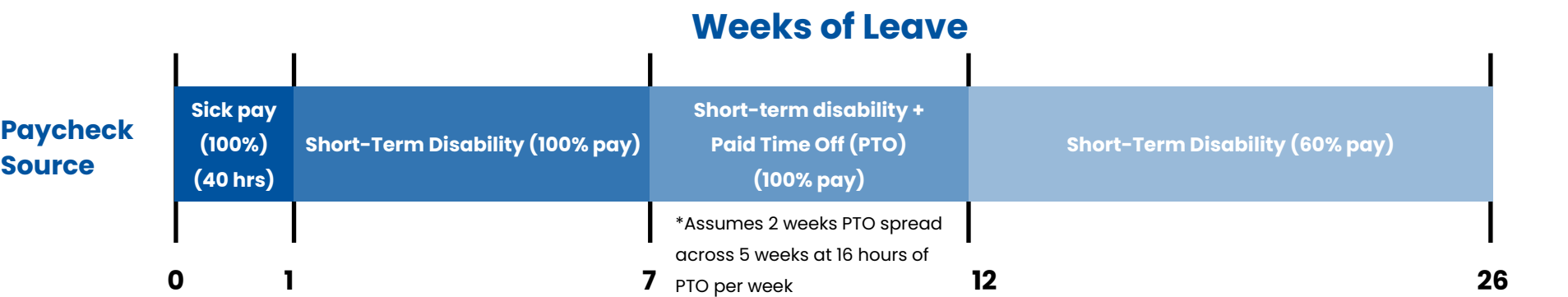
Restrictions

If you have medical restrictions when you return, work with your CLT Administrator and/or HR to explore options for reasonable accommodation.

Getting Paid

While you're on leave, your paycheck could come from a few different sources. The chart below shows how you would get paid over time over the maximum number of weeks you can be on STD, assuming that you use 2 weeks of Paid Time Off (PTO) to top up STD for 5 additional weeks at 100% pay.

With a combination of sick pay, STD and PTO, you will receive 100% of your pay for 12 weeks (assuming 2 weeks of PTO spread across 5 weeks at 16 hours per week). If your STD claim is approved for more than 12 weeks, up to 14 additional weeks will be paid at 60% of your pay, for a maximum of 26 paid weeks total. Pay for weeks 8-12 could also be at 60% of your pay depending on how much PTO you have accrued or if you choose not to use your PTO to top up your STD pay. **Note:** Albertsons delivers your paycheck the week after for hours worked the week before, so when you return to work, you will not receive a paycheck your first week back.




Paying for Benefits

The way you pay for your Albertsons Companies benefits might vary while you're on leave. While you're on short-term disability or PTO, your benefit premiums may be deducted. During unpaid leave, benefit premiums will not be deducted and you will instead be billed directly. If you are on unpaid leave and direct billing has not started after a few weeks, contact the Associate Experience Center (AEC) at **888-255-2269, option 2**. You can access your benefits direct billing information by going to **myACI > My HR > My Benefits**.

Leave and Short-Term Disability Contact Information

Leaves of Absence

 **Associate Experience Center (AEC)**
888-255-2269, option 6
Or, contact your Leave Administrator directly once your case is opened.

Short-Term Disability

 **The Hartford**
855-532-7881
www.abilityadvantage.thehartford.com