

Your Pregnancy Leave Journey

For corporate and division office hourly associates

Having a baby? If you're the birth mother, use this step-by-step guide to learn about the pregnancy leave process. Non-birthing parents or parents adding to their family via adoption or foster care can see their parental leave options in the **FMLA Leave Quick Guide**.

1 Before: Requesting Leave



Request your leave

At least 30 days prior, notify your manager of your upcoming leave. Then, request a leave by either:

- Contacting the Associate Experience Center (AEC) at **888-255-2269, option 6**.
- Submitting a request via **myACI > My HR > Leave of Absence**

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 3 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.

Note: In some circumstances, you may need to apply for an additional state disability benefit. See the **Pregnancy Leave in States with State Benefits Quick Guide** 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 8 weeks (assuming 2 weeks of PTO), plus 4 additional weeks of unpaid bonding time.* Pay comes from your STD vendor and may come on a different day than usual.

Submit paperwork on time to avoid delays.



Keep your same benefits

Your benefits generally continue while you're on leave—make sure to add your new child within 31 days! 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

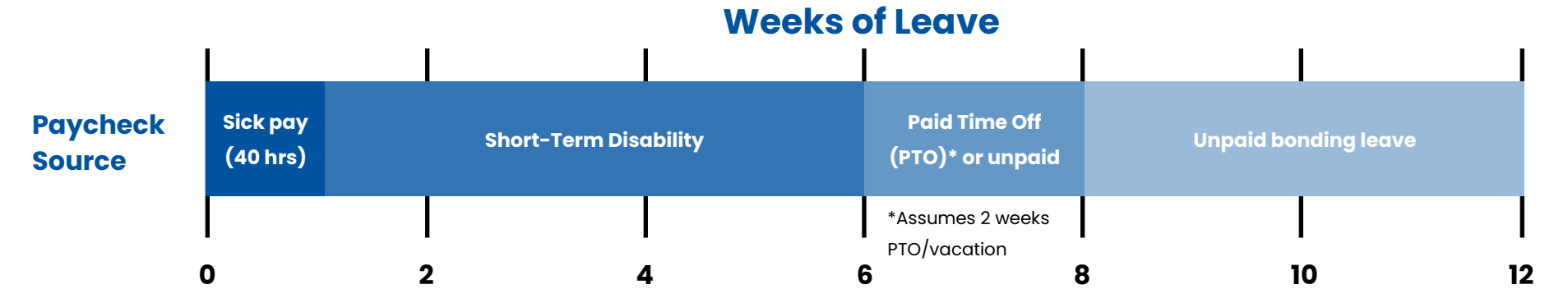
If you have medical restrictions when you return, work with the CLT Administrator and/or HR to explore options for reasonable accommodation.

*Based on a 6-week disability period and assuming FMLA eligibility. See next page.

Getting Paid

While you're on leave, your paycheck will come from a few different sources. The chart below shows how you would get paid assuming a 6-week disability period, that you use 2 weeks of PTO, and eligibility for Family and Medical Leave Act (FMLA) leave for unpaid bonding time.

With a combination of sick pay, STD and Paid Time Off (PTO), you will receive 100% of your pay for 8 weeks (assuming two weeks of PTO). An additional 4 weeks of unpaid bonding time comes to a total of 12 weeks of leave. If you do not have 2 weeks of PTO accrued, you can take up to 6 weeks of unpaid bonding leave. **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.




Note: Your disability period may be longer depending on your situation. To learn about FMLA eligibility, see the **FMLA Leave Quick Guide**. Some states provide additional leave or disability benefits. For details, see the **Pregnancy Leave in States with State Benefits Quick Guide**.

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/vacation, 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