

Quick Reference Guide

Requesting a leave of absence

With the Centralized Leave Team (CLT)



Follow these three easy steps to request your leave of absence to the Albertsons Companies Centralized Leave Team (CLT)!

1 Request your leave by either:

- **Signing in to myACI** at myaci.albertsons.com, then going to the My HR tab, then clicking the Leave of Absence tile. Complete the form with all of the required information, then click Submit.
- **Calling** the Associate Experience Center at **(888) 255-2269, option 6**. You'll speak with a representative who will ask you questions about the nature of your leave request and submit your request to the CLT.

Make sure to have this information handy before submitting your leave request:

- Last day worked
- Expected leave start date

2 Review your LOA packet carefully

You'll receive a leave packet in the mail that contains information about what you need to do to obtain approval for your leave and once you're on an approved leave, including a Notice of Eligibility Rights and Responsibilities letter. **Read through the packet carefully so you're aware of what you need to do.** You'll also be assigned a CLT Admin and receive their contact information. Your CLT admin will be your primary contact for questions about your leave.

3 Submit any required documentation within the requested timeframe

Your Notice of Eligibility Rights and Responsibilities (NERR) will outline any documentation required to approve your leave. **Submit the requested documentation within 15 days of receipt of the NERR to avoid follow-up communications and potential denial of your leave.** It may take 3-5 days for faxed documents to be received and processed.

Already have an approved intermittent LOA? Report your absence:

Online: myaci.albertsons.com > My HR > Leave of Absence

Remember: Continue to report absences to your supervisor following your department's established procedures. Calling the CLT does not replace the need to separately report your absence to your supervisor.