

# Care of a Family Member Leave of Absence (LOA)

## An overview of the LOA process



Need to take some time off to care for a family member with a serious health condition? You may be eligible for an unpaid leave of absence through the Federal Family and Medical Leave Act (FMLA), state leave laws, and/or Company personal leave of absence. Use this step-by-step guide to learn about what to do before, during, and after your leave of absence.

### Requesting Leave

#### Request Your Leave



You must request a leave of absence with the Centralized Leave Team (CLT), ideally 30 days prior to your anticipated leave start date. The quickest and easiest way to request a leave is by submitting a request via [myACI > My HR > Leave of Absence](#).

If you are unable to submit via [myACI](#), call the Associate Experience Center at **888-255-2269, option 6**.

You are also responsible for following the normal absence reporting policies for your location.

#### Review Paperwork



The CLT will send you a packet within 5 days of your leave request with any forms you must return. Review your paperwork carefully to make sure you understand the documentation requirements for leave as it relates to company policies and/or state/federal leaves. Some paperwork may require your family member's doctor's signature.

**IMPORTANT:** Notify your CLT Administrator if any information on your initial packet is incorrect.

#### Submit Documentation



Submit your family member's completed [Certification of Healthcare Provider](#) form along with other requested documentation within 15 days from the date of your initial packet. The quickest and easiest way to submit your documentation is by uploading via [myACI > My HR > Leave of Absence](#).

If you are unable to submit via myACI, you can email your form to [leaveofabsence@albertsons.com](mailto:leaveofabsence@albertsons.com) or fax to **623-336-6305**. Once we have received your documentation, you can expect communication from us regarding the status of your leave.

#### Job Protection

Your job is protected while you are on a period of approved Family and Medical Leave Act (FMLA) or qualifying state leave. Your original position or an equivalent one will be made available when you return provided your FMLA/state leave does not exceed the permissible amount of leave.

Personal leave of absence is not a protected leave of absence.

### During Leave

#### Get Paid



In general, leave of absence for the care of a family member is unpaid. There are a few ways you may be able to receive pay during your leave of absence.

Certain associates may elect to use available paid time off, vacation, flexible time off, sick pay and/or personal days/floating holidays (collectively "Paid Time"). If you choose to utilize your Paid Time, the entry will need to be updated through your regular timekeeping system.

You may also be eligible for pay through State Paid Family Leave.

See the [State Disability and Family/Medical Leave Programs](#) for associates who work in a state with a state paid family/medical leave benefit.

To apply for state-specific benefits (excluding NY), click on [CA, CO, CT, DC, MA, OR, RI or WA](#).

To apply for state-specific benefits for NY, file a claim through [The Hartford online claim portal](#) or call The Hartford at **855-532-7881**.

#### Health and Welfare Benefits



Health and welfare benefits will be maintained during any period of approved Family and Medical Leave Act (FMLA) or qualifying state leave, provided you continue to pay your share of health plan premiums on a timely basis. Benefits may also be maintained during certain periods of other approved LOAs. During any unpaid portion of your leave, you will not pay your share of the health plan premiums through paycheck deductions. Instead, you will be enrolled in direct billing through HealthEquity. [Click here for detailed information on what happens to your benefits while on leave.](#)

If you receive your health and welfare benefits from a union trust fund, please contact the trust fund or your union representative for information regarding benefits continuation.

### When Leave Ends

#### Confirm Your Return to Work Date



As your leave draws to an end, contact your manager and 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. When you return from leave, review your benefits by going to [myACI > Benefits](#) to ensure there are no actions required by you.

If for some reason your leave must be extended, contact your manager and CLT Administrator to request an extension.