

# Medical Leave of Absence (LOA)

## An overview of the LOA process



Need to take some time off due to a non-work-related illness/injury, medical condition, or procedure? Use this step-by-step guide to learn about what to do before, during, and after your medical leave. If your leave is related to pregnancy or childbirth, see the [Pregnancy/Childbirth Leave of Absence \(LOA\)](#).

### 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 to submit 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 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, Short-Term Disability (STD) and/or state/federal leaves. Some paperwork may require your doctor's signature.

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

#### Submit Documentation



Submit a 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 to upload 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.

#### Apply for Short-Term Disability (STD)



Certain associates may be eligible for pay through company-provided STD. In order to apply for STD benefits:

- File a claim through [The Hartford online claim portal](#), or
- Call The Hartford at **855-532-7881**

**Be sure to submit all paperwork on time to avoid delays.**

If you are a union associate and you are **not** on Company-provided STD, contact your union trust for STD benefits through Taft-Hartley.

### During Leave

#### Get Paid



In general, leave is unpaid. However, there are a few ways you may be able to receive pay during your medical leave of absence.

**NOTE:** You may be required to take action in the timekeeping system to ensure you are paid for any unpaid waiting period (up to first seven days of your STD claim).

**Integrating pay:** Some associates may elect to use available paid time off, vacation, flexible time off, sick pay and/or personal days/floating holidays (collectively "Paid Time") during leave in order to receive 100% of pay during some or all of their leave. Pay integration will occur once your STD pay drops to 60%.

You can elect to integrate your Paid Time by completing your leave intake form at [myACI > My HR > Leave of Absence](#).

**Short-Term Disability (STD):** If your claim for STD is approved by The Hartford, you will receive 100% of your pay for 6 weeks after 1 week waiting period, then 60% of your pay for the remaining disability period if your disability continues.

**Certain provisions will depend on the specifics of your STD plan.**

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](#).

#### 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, CLT Administrator and The Hartford (if applicable) to confirm your return date. You must submit a [Healthcare Provider Status Form](#) or release note, completed by your treating provider. This ensures your pay is processed accurately and you have the systems access you need when you return. Upon returning from leave, review your benefits at [myACI > Benefits tile](#) to confirm the actions you must take (if any) to restore your benefits. To request a leave extension, contact your manager, CLT Administrator and The Hartford (if applicable).

**Restrictions:** If you have work restrictions and would like to request an accommodation, contact your CLT Administrator.