

# Bonding, Adoption and Foster Care Leave of Absence (LOA)

## An overview of the LOA process



Non-birthing parents and parents adding to their family via adoption or foster care placement may be eligible to take time off. Eligible associates can take leave as a non-birthing parent (or birth parent after your pregnancy leave period) to bond with a new child after birth or placement via adoption or foster care.

## 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. 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.

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

### Submit Documentation



Submit proof of birth or documentation to establish the due date for birth of a child or documentation establishing an effective date for placement of a child for adoption or foster care within **15 days** from the date of your initial packet, or (if your leave is in the future) **15 days** after your leave starts. 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](#), email your form to [leaveofabsence@albertsons.com](mailto:leaveofabsence@albertsons.com) or fax to **623-336-6305**. After we receive your documentation, you can expect communication from us regarding the status of your leave.

### Job Protection



Your job is protected while you are on approved Family Medical Leave Act (FMLA)/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.

You may be eligible for job protection under FMLA for up to 12 weeks if you have worked for Albertsons Companies for at least 12 months and for at least 1,250 hours in the 12 months before your leave begins. You may also be eligible for job protection through certain state programs.

## During Leave

### Get Paid



In general, leave of absence for bonding, adoption and foster care 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. Upon returning from leave, review your benefits at [myACI > Benefits tile](#) to confirm the actions you must take (if any) to restore your benefits.

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