

# Personal Leave of Absence (LOA)

## An overview of the LOA process



You can use Personal Leave of Absence for reasons not covered by another leave of absence.

### Requesting Leave

#### Request Your Leave



Personal Leave requests must be approved by your manager and/or HR representative and may require supporting documentation. If approved by your manager and/or HR representative, please 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**.

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 next steps for your leave request. Your local HR representative may require supporting documentation.

Once we have received a response from your HR representative, you can expect communication from us regarding the status of your leave.

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

#### Job Protection



A Personal Leave is not eligible for job protection, so it is not guaranteed that your position will be held for you while you are out. You may be approved for Personal Leave for up to 90 days.

**Personal leave for union associates may be limited as defined in the applicable collective bargaining agreements.**

### During Leave

#### Get Paid



In general, this type of leave is unpaid.

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.

#### Health and Welfare Benefits



Health and welfare benefits will be maintained during any period of approved 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 your benefits.

### 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.