

Bereavement Leave of Absence (LOA)

An overview of the LOA process



If you need to take some time off due to the death of a family member, you are eligible for up to five days of bereavement leave with pay.

Requesting Leave

Request Your Absence



Bereavement leave may be available upon the death of a child, spouse, domestic partner, parent, sibling, grandmother, grandfather, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, pregnancy loss, niece, nephew, aunt or uncle.

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

Notify your manager of your leave as soon as possible. Then, request your leave by submitting a request via [myACI > My HR > My Time Away](#). Choose “**Request Absence**,” then select “**Funeral Leave**” from the **Absence Name** drop-down.

Do You Live in CA, IL or OR?



If you live in California, Illinois or Oregon, and you wish to take more than 5 days, you must also request bereavement leave with the Centralized Leave Team (CLT).

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**, call the Associate Experience Center at **888-255-2269**.

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. The Company may request verification of the need for your absence before approving your leave. Verification might include a death certificate, newspaper article or memorial program.

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

Submit Documentation



Submit your completed paperwork 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 or fax to **623-336-6305**. Once we have received your documentation, you can expect communication from us regarding the status of your leave.

During Leave

Get Paid



You are eligible for up to 5 days of bereavement leave with pay. If you live in California, Illinois or Oregon, you may be eligible to take more than 5 days without pay.

Health and Welfare Benefits



Health and welfare benefits will be maintained during your bereavement 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 at [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.

Resources:

- Learn about your [options to continue your benefits while on a leave of absence](#).
- Review [leave of absence FAQs](#).