

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

## An overview of the LOA process



FMLA provides eligible associates with job-protected leave for certain military family leave reasons, including qualifying exigency leave and military caregiver leave.

### Requesting Leave

#### Reasons for Military Care of a Family Member Leave



**Qualifying Exigency Leave:** Allows eligible associates to take up to 12 weeks of FMLA leave for qualifying exigencies, such as making childcare arrangements for a military member's children or attending military ceremonies. This leave may apply if the associate's spouse, child, or parent is on covered active duty, which includes deployment to a foreign country.

**Military Caregiver Leave:** Allows eligible associates to take up to 26 weeks of unpaid FMLA leave in a 12-month period to care for a covered service member or veteran with a serious illness or injury. This leave may apply if the employee is the spouse, child, parent, or next of kin of the service member.

#### 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 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**.

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 and/or state/federal leaves.

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

#### Submit Documentation



Submit completed 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 documentation 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, Pay and Benefits

#### 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 does not exceed the permissible amount of leave.

#### Your Pay



In general, leave of absence for military 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.

#### Health and Welfare Benefits



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