

Military USERRA Leave of Absence (LOA)

An overview of the LOA process



Albertsons Companies and the Uniformed Services Employment and Reemployment Act of 1994 (USERRA) allow you take time off for your military service.

Requesting Leave

Reasons for Military USERRA Leave



You are entitled to take leave to serve in the uniformed services (including the Armed Forces of the United States, the Armed Forces Reserves and the National Guard) and undertake certain types of service in the National Disaster Medical System. Military leave is granted for the following reasons:

- Reserve training leave for inactive duty
- Temporary military leave
- Extended military leave
- Emergency National Guard leave
- Civil Air Patrol leave
- Physical examination leave, when an associate is required to take a pre-induction or pre-enlistment physical examination.

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**.

You are also responsible for following the 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 a copy of your military orders to the 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**, you can email your documentation 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.

Job Protection, Pay and Benefits

Job Protection



With this type of leave, you may be eligible for job protection under [USERRA](#).

If you are a union associate and you are **not** on Company-provided benefits, please contact your union trust or your union representative for information regarding benefits and job protection.

Resources:

- [Options to continue your benefits while on a leave of absence](#).
- [Leave of absence FAQs](#)

Your Pay



Military leave is unpaid, so your Albertsons Companies pay will cease while you are on military leave.

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.

Health and Welfare Benefits



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