

# Transferring to a New Position or Location?

## What You Need to Know About Your Benefits

One of the advantages of working at Albertsons Companies is that you can build a career anywhere in the Company as opportunities become available that align with your career aspirations. To help ensure the transfer process goes smoothly, it's important to understand how a transfer may impact your benefits. Depending on the type of transfer, you may be able to enroll in new benefits or change your enrollment in certain benefits if the plans available or the cost of the plans are different as a result of the transfer.

**Find your type of transfer in the table below to see how the transfer impacts your benefits.**

Type of Transfer	Impact to Your Health, Life and Disability Benefits
<p><b>Transfer work location, same division, same position, same geographic area</b></p> <ul style="list-style-type: none"> <li>• Non-Union to Non-Union</li> <li>• Non-Union to Union with Company benefits</li> <li>• Union with Company benefits to Non-Union</li> </ul>	<ul style="list-style-type: none"> <li>• No changes to your current benefits.</li> <li>• No action required.</li> </ul>
<p><b>Transfer work location, same division, same position, DIFFERENT geographic location OR transfer work location, DIFFERENT division and/or geographic area, same or different position</b></p> <ul style="list-style-type: none"> <li>• Non-Union to Non-Union</li> <li>• Non-Union to Union with Company benefits</li> <li>• Union with Company benefits to Non-Union</li> </ul>	<ul style="list-style-type: none"> <li>• If benefits available are different at your new work location, you may enroll in or change your benefits. New coverage is effective on the date of your transfer. Even if you do not change plans, you may see a difference in costs due to your location change.</li> <li>• You must enroll within 31 days of the date of your transfer.</li> <li>• If you have not worked the required hours for benefits in your new position, you will be placed into a regular waiting period for coverage and will become eligible when you meet the applicable eligibility rules. You can find the eligibility rules at <a href="#">myACI &gt; Benefits Resources tile &gt; Eligibility Flyer</a>.</li> </ul>
<p><b>Transfer to a Company benefits-eligible position from a Union position with Taft Hartley health &amp; welfare benefits</b></p> <ul style="list-style-type: none"> <li>• Union with Taft Hartley health &amp; welfare benefits to Non-Union</li> <li>• Union with Taft Hartley health &amp; welfare benefits to Union with Company benefits</li> </ul>	<ul style="list-style-type: none"> <li>• You are eligible to enroll in Company benefits for the first time if you meet the initial eligibility rules for your new position. Prior service counts. New coverage is effective on the 1st of the month following 30 days after the transfer.</li> <li>• You must enroll within 31 days of the date of your transfer.</li> <li>• If you have not worked the required hours for benefits in your new position, you will be placed into a regular waiting period for coverage and will become eligible when you meet the applicable eligibility rules. You can find the eligibility rules at <a href="#">myACI &gt; Benefits Resources tile &gt; Eligibility Flyer</a>.</li> </ul>
<p><b>Transfer to a Union position with Taft Hartley health &amp; welfare benefits from a position eligible for Company benefits</b></p> <ul style="list-style-type: none"> <li>• Non-Union to Union with Taft Hartley health &amp; welfare benefits</li> <li>• Union with Company Benefits to Union with Taft Hartley health &amp; welfare benefits</li> </ul>	<ul style="list-style-type: none"> <li>• Company benefits coverage ends the last day of the month following 30 days from date of transfer. Example: If your official transfer date is 11/3, your Company coverage ends on 12/31.</li> <li>• <b>Note:</b> You may be eligible for non-Company benefits through the union, or medical coverage through the Company Bronze plan. Contact your union representative for details on availability and eligibility.</li> </ul>

## Exceptions to the Rules

Several unions have eligibility rules that differ from the scenarios on page 1. If you are transferring to or from one of the following unions, see the table below each to understand the impact on your health, life, and disability benefits.

Type of Transfer	Impact to Your Health, Life and Disability Benefits
<b>Albertsons – Intermountain (30R)</b> – Locals 2, 4, 7, 8, 190, 222, 401, 466, 483, 555 (if eligible for Company plan), 711, 983 <b>Safeway – NorCal (25R) &amp; SoCal (29R)</b> – Locals 5, 8, 648, 1889, <b>ACME Taft Hartley Unions not eligible for Company plans</b>	
<b>Transfer to a Company benefits-eligible position from a Union position with Taft Hartley health &amp; welfare benefits</b> <ul style="list-style-type: none"> <li>Union with Taft Hartley health &amp; welfare benefits to Non-Union</li> <li>Union with Taft Hartley health &amp; welfare benefits to Union with Company benefits</li> </ul>	<ul style="list-style-type: none"> <li>You are eligible to enroll in Company benefits for the first time if you meet the initial eligibility rules for your new position. Prior service counts. New coverage is effective on the 1st of the month following the date of your transfer.</li> <li>You must enroll within 31 days of the date of your transfer.</li> <li>If you have not worked the required hours for benefits in your new position, you will be placed into a regular waiting period for coverage and will become eligible when you meet the applicable eligibility rules. You can find the eligibility rules at <a href="#">myACI</a> &gt;</li> </ul>
<b>Transfer to a Union position with Taft Hartley health &amp; welfare benefits from a position eligible for Company benefits</b> <ul style="list-style-type: none"> <li>Non-union to Union with Taft Hartley health &amp; welfare benefits</li> <li>Union with Company benefits to Union with Taft Hartley health &amp; welfare benefits</li> </ul>	<ul style="list-style-type: none"> <li><b>Company benefits coverage ends the last day of the month following 30 days from date of transfer. Example:</b> If your official transfer date is 11/3, your Company coverage ends on 12/31.</li> <li><b>Note:</b> You may be eligible for non-Company benefits through the union, or medical coverage through the Company Bronze plan. Contact your union representative for details on availability and eligibility.</li> </ul>
<b>Safeway Local 1496 (Bargaining Unit 1496 and work state = AK)</b>	
<b>Transfer to a position eligible for Company benefits from a Union position with Taft Hartley health &amp; welfare benefits</b> <ul style="list-style-type: none"> <li>Union with Taft Hartley health &amp; welfare benefits to Non-Union</li> <li>Union with Taft Hartley health &amp; welfare benefits to Union with Company benefits</li> </ul>	<ul style="list-style-type: none"> <li>You may enroll in Company benefits for the first time if you meet the initial eligibility rules for your new position. Prior service counts. New coverage is effective on the 1st of the month following the date of your transfer.</li> <li>You must enroll within 31 days of the date of your transfer.</li> <li>If you have not worked the required hours for benefits in your new position, you will be placed into a regular waiting period for coverage and will become eligible when you meet the applicable eligibility rules. You can find the eligibility rules at <a href="#">myACI</a> &gt; <b>Benefits Resources tile &gt; Eligibility Flyer.</b></li> </ul>
<b>Transfer to a Union position with Taft Hartley health &amp; welfare benefits from a position eligible for Company benefits</b> <ul style="list-style-type: none"> <li>Non-Union to Union with Taft Hartley health &amp; welfare benefits</li> <li>Union with Company benefits to Union with Taft Hartley health &amp; welfare benefits</li> </ul>	<ul style="list-style-type: none"> <li><b>Company benefits coverage ends after 120 days (3 consecutive months of 90 hours + 1 lag month).</b> Example: If your transfer date is 11/3, your Company coverage ends on 3/31.</li> <li><b>Note:</b> You may be eligible for non-Company benefits through the union, or medical coverage through the Company Bronze plan. Contact your union representative for details on availability and eligibility.</li> </ul>
<b>Shaw's Local 791</b>	
<b>Transfer to a Non-Union position from a Union position</b> <ul style="list-style-type: none"> <li>Shaw's Local 791 Union (medical and pharmacy benefits through the UFCW Health and Welfare Fund, all other benefits through Albertsons Companies) to Non-Union (all benefits through Albertsons Companies)</li> </ul>	<ul style="list-style-type: none"> <li>Union benefits coverage through the UFCW Health &amp; Welfare Fund ends the last day of the month in which your transfer occurs.</li> <li>You can enroll in Non-Union Company benefits for the first time if you meet the initial eligibility rules for your new position. Prior service counts. New coverage is effective on the 1st of the month following the date of your transfer.</li> <li>You must enroll within 31 days of the date of your transfer.</li> <li>If you have not worked the required hours for benefits in your new position, you will be placed into a regular waiting period for coverage and will become eligible when you meet the applicable eligibility rules. You can find the eligibility rules at <a href="#">myACI</a> &gt; <b>Benefits Resources tile &gt; Eligibility Flyer.</b></li> </ul>
<b>Transfer to a Union position from a Non-Union position</b> <ul style="list-style-type: none"> <li>Non-Union (all benefits through Albertsons Companies) to Shaw's Local 791 Union ((medical and pharmacy benefits through the UFCW Health and Welfare Fund, all other benefits through Albertsons Companies)</li> </ul>	<ul style="list-style-type: none"> <li>You are eligible to enroll in benefits if you have completed the waiting period (1st of the month following 60 days of continuous employment). Prior service counts. If you have not worked the required hours for benefits in your new position, you will be placed into a regular waiting period for coverage and will become eligible when you meet the applicable eligibility rules. You can find the eligibility rules at <a href="#">myACI</a> &gt; <b>Benefits Resources tile &gt; Eligibility Flyer</b></li> <li>You must enroll within 31 days of the date of your transfer.</li> </ul>

## **If you are eligible to make changes to your health, life and disability benefits as a result of a transfer, access myACI Benefits.**

- Sign in at [myaci.albertsons.com](https://myaci.albertsons.com).
- From **Me page**, click on the **Benefits tile**.
- Click on “**Click here to continue your enrollment changes.**”
- Follow the onscreen instructions to complete your enrollment.

You can also enroll or make changes to your benefits by calling the Benefits Service Center at **888-255-2269**.

## **Vacation/Paid Time Off/Flexible Time Off**

Certain transfers may impact the type of time off benefits you are eligible for, which may be different than the time off benefits you are eligible for before your transfer. Here are four scenarios to consider:

### **Moving from vacation to paid time off (PTO)**

If you accrue vacation time in your current position and you are transferring to a location in a position that offers paid time off (PTO), any accrued but unused vacation hours will be:

- Frozen and paid out at termination of employment; or
- Transferred to your PTO bank as your starting balance beginning on your transfer effective date.

Check with your division HR team to determine how your accrued but unused vacation is applied.

### **Moving from paid time off (PTO) to vacation**

If you accrue PTO in your current position and you are transferring to a position that offers vacation, any accrued but unused PTO hours will be transferred to your vacation accrual as your starting balance beginning on your transfer effective date.

### **Moving from flexible time off (FTO) to PTO or vacation**

If you are currently eligible for flexible time off (FTO) and you are transferring to a location in a position that accrues PTO or vacation, any previously frozen PTO or vacation hours under FTO will remain frozen and paid out at termination of employment.

### **Moving from PTO or vacation to flexible time off (FTO)**

If you currently accrue vacation or PTO in your current position and you are transferring to a location in a position that is eligible for FTO, any accrued but unused PTO or vacation hours will be frozen and paid out at termination of employment.

## **In-store discount**

If you transfer to a new banner, you will need to sign-up for your in-store associate discount providing a 10% own-brand discount and a 5% in-store national brands discount.