

Associate Leave of Absence (LOA) Portal Overview

Access the Associate LOA Portal on myACI.Albertsons.com to manage all your LOA needs! Here's an overview of everything you can do in the Associate LOA Portal.

1 Review LOA Claim Details

Managing your open claims has never been easier! It's quick, straightforward, and convenient. You can take control of your claims management anytime, anywhere, right from the comfort of your computer or on your mobile device. In the portal, you can access your:

- Claim Number
- Claim Status
- Claim Reason
- Claim Type
- Leave Start/End Date
- Estimated/Actual Return-to-Work Date
- Approved Intermittent Leave Duration
- Administrator Name

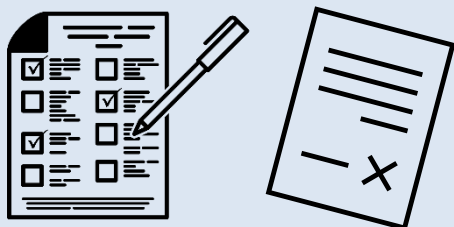
Access the Associate LOA Portal via myACI.Albertsons.com or scan the QR code.

Need to reset your username or password? Call IT at **877-286-3200**



2 Submit LOA Documents

Use the Associate LOA Portal's secure ticketing system to easily submit the documents required for your leave – no need to ask your manager or HR to submit them for you! By submitting the information yourself, you maintain control over your personal information, like medical details or sensitive information.



3 Submit Intermittent Hours

Now you can submit your intermittent hours from the comfort of your computer or mobile device! No more waiting in the AEC call holding queue.

REMINDER: Be sure to continue to adhere to your standard call-in procedures.



4 Submit Your Return from Leave

Answer just three simple questions to effortlessly submit your return from leave!

NOTE: Your submission date should be within two days of your actual return from leave.

