



TEAM MEMBER GUIDE

502 MEDICAL LEAVE

Absences of seven (7) consecutive days or more will require a note from a doctor.

The Human Resources Department must be advised of any absences exceeding seven (7) consecutive days, and the absence must be supported by appropriate medical documentation. Team Members are responsible to furnish all supporting medical documentation to the Human Resources Department.

If a medical note has been provided to the Company for an absence, **a medical note clearly stating that the Team Member is able to resume regular activities without restriction is required for the Team Member to return to work.**

Team Members are responsible with providing the Human Resources Department with regular updates during their time away from work regarding their medical leave (and anticipated return to work date).

Team Members are responsible for maintaining their group insurance premiums while absent from work, failure to do so will result in cancellation of coverage. *(for further details please see section "505: Benefits During An Approved Leave" of the Team Member Guide).*

If a Team Member does not communicate with the Human Resources Department for (a maximum of) 27 consecutive weeks, their lack of communication will be interpreted as resignation from their position.

Example: If a Team Member provides an update on February 3 they must communicate their next update no later than August 11. If an update is provided on March 13 the timeframe resets and the next update must be received no later than September 18.