



TEAM MEMBER GUIDE

505 BENEFITS DURING AN APPROVED LEAVE

Group Insurance Benefit Plan:

Benefit coverage continues during an approved leave provided the Team Member continues to pay their benefit premiums biweekly.

Provided the Team Member meets the benefit plan eligibility criteria of coverage continuation, the Team Member is no longer eligible to participate in the benefit plan if their approved leave exceeds 24 months or the Team Member turns 65 years of age during the approved leave.

Failure to comply with the benefit premium payment process will put the Team Member's benefit coverage at risk of cancellation. If benefit coverage is cancelled for non-payment, the Team Member must complete 455 hours of full time work, working a minimum of 35 hours/week, upon their return to work in order to re-enroll in the benefit plan.

Staff Account:

The Team Member's staff account will be temporarily deactivated during an approved leave. Interest charges will continue to be applied on outstanding balances and monthly statements will continue to be sent to the Team Member's personal email address (*for further details please see "Section 302 STAFF ACCOUNT (LINE OF CREDIT & CASH ONLY)" of the Team Member Guide*).

Company Property:

All Company property (including but not limited to cell phones and accessories, laptops and accessories, gas cards, credit cards, vehicles and keys) must be returned for the duration of the Team Member's approved leave.

Vacation Accrual:

Since the Team Member is not actively at work, there will be no vacation accrual (*for further details please see "Section 402 VACATION" of the Team Member Guide*).

Work Expenses:

Since the Team Member is not actively at work, the Team Member is not eligible for reimbursement of work expenses for the duration of the approved leave.