

Non-Medical Leaves of Absence

Civic Duty Leave (Jury Duty, Witness Duty, Voting)

FOOD 4 LESS/RANCHO SAN MIGUEL MARKETS encourages employees to fulfill their civic responsibilities by serving jury duty if they get a summons. If you are called to perform jury duty, please notify your immediate supervisor or the Store Director immediately so that he or she may minimize business disruption and plan for your anticipated absence from work. If you are regularly scheduled for night work, you will be rescheduled to a day shift so that you can fulfill your civic duty. If you are released from jury service before the end of your regularly scheduled shift or are not asked to serve on a jury, please contact the Store Director and report to work, if requested. FOOD 4 LESS/RANCHO SAN MIGUEL MARKETS employees who have completed 90 days of continuous employment will be paid their regular salary for all days served up to a maximum of three (3) days for jury or witness duty.

FOOD 4 LESS/RANCHO SAN MIGUEL MARKETS also permits employees to take unpaid time off from work to comply with a subpoena or other court order as a witness in any judicial proceeding. Please provide your immediate supervisor or the Store Director with as much advance notice as possible. Employees are required to provide certification that they appeared as a witness and are expected to return to work as soon as their service as a witness is completed.

Although polls are now open for extended hours and many employees vote by mail, we recognize that schedules occasionally make it difficult to vote during polling hours. If you need to visit a polling place during regular work hours or during your regularly scheduled shift, please let your immediate supervisor or the Store Director know so that we can make arrangements for you to have the necessary time off to vote. Non-exempt employees will be paid for up to two (2) hours for time off needed for voting.

Please note that any fee or payment that you receive for attendance as a witness or juror will be credited against the amount of pay provided by FOOD 4 LESS/RANCHO SAN MIGUEL MARKETS.

Bereavement Leave

FOOD 4 LESS/RANCHO SAN MIGUEL MARKETS understands that death can have a deep impact on an individual or family. For employees who have completed 90 days of continuous employment, FOOD 4 LESS/RANCHO SAN MIGUEL MARKETS will pay you at your regular hourly rate, for your regularly scheduled hours, up to eight (8) hours per day, for up to three (3) consecutive scheduled working days within fourteen (14) days of the death of an immediate family member, unless otherwise approved by your Store Director.

For purposes of this policy, an immediate family member includes the following:

- Spouse
- Child (including foster children and step-children)
- Parent (including legal guardian and step-parent)
- In-laws (including mother and father-in-laws and brother and sister-in-laws)
- Grandparent
- Grandchild
- Sibling
- Domestic partner

You may be granted up to one day to attend the funeral of a relative or personal friend not within the definition of "immediate" family. This time off will be unpaid and will be considered a personal leave of absence. Time off for deaths outside the "immediate" family will be provided on a case-by-case basis at the discretion of your Store Director.

If you request bereavement leave, please work with your immediate supervisor or the Store Director at the earliest opportunity so that he or she can try to arrange for coverage during your absence.

Military, Law Enforcement, and Emergency Personnel Leave

We are proud to employ members of our armed services and emergency services personnel.

You will be permitted to use Vacation Time Off to take a military leave of absence if you are absent from work because you are serving in the U.S. Uniformed Services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA), or as a member of the California National Guard. You must give the Store Director advance notice of upcoming military service, unless military necessity prevents advance notice or it is otherwise impossible or unreasonable. **You may use your accrued but unused Vacation Time Off for leave for purposes of income replacement during leave under this policy.**

If you are on military leave for up to thirty (30) days, you must return to work on the first regularly scheduled work period after your service ends (allowing for reasonable travel time). If you are on military leave for more than thirty (30) days, you must apply for reinstatement in accordance with USERRA and applicable state laws.

Employees who are in the Guard, Reserves, or Naval Militia are entitled to up to seventeen (17) days of unpaid leave per year for military training, drills, encampment, naval cruises, special exercises, or similar activities.

If you serve as emergency services personnel, such as volunteer firefighters, reserve peace officers, or emergency rescue personnel, you will also be permitted to use accrued but unused Vacation Time Off to perform emergency duties, as required on a case-by-case basis.

When you return from military leave (depending on the length of your military service in accordance with USERRA), you will be placed either in the position you would have attained if you had stayed continuously employed or in a comparable position. For the purpose of determining benefits that are based on length of service, you will be treated as if you had been continuously employed.

Military Spouses: Eligible employees who are the spouse or registered domestic partner of a member of the armed forces, National Guard, or reserves may take up to two (2) weeks of accrued but unused Vacation Time Off per calendar year while the military spouse/partner is on leave from active duty during a period of military conflict. Leave under this policy can be taken all at one time or intermittently over the course of the calendar year. If you wish to take this leave, you must provide the Store Director with written notice of intent to take time off within 2 business days of your receipt of notice that your military spouse/partner will be on leave.

School Activities Leave

Parents, guardians, or grandparents with custody of a child in nursery school, preschool, or kindergarten – 12th grade are eligible for 40 hours per school year of leave time to participate in school activities, including finding child care, enrolling children in child care, and for child care emergencies. This 40-hour allowance is the maximum time, per school year, FOOD 4 LESS/RANCHO SAN MIGUEL MARKETS will grant an employee regardless of the number of children the employee has custody of. No more than 8 hours of leave time will be granted in any given month.

You may also take off such additional time as may be necessary to attend your child's or grandchild's school to discuss the child's or grandchild's possible suspension or expulsion. If you need to take time off for this reason, we ask that you give your immediate supervisor and/or the Store Director reasonable advance notice. You may be asked to provide documentation to substantiate this leave.

Leave for this purpose is unpaid. However, you may elect to use accrued but unused Vacation Time Off for this leave.

Victim of Crime and/or Domestic Violence Leave

If you, or an immediate family member, a registered domestic partner or a child(ren) of a registered domestic partner have been a victim of certain crimes or delinquent acts, you may take time off from work to attend court proceedings related to the crime. For purposes of this leave policy, a "victim" is a person who suffers threatened or direct physical, psychological, or financial harm as a result or an attempt of certain crimes or delinquent acts. Certain crimes and delinquent acts include the following legally defined offenses:

- Vehicular manslaughter while intoxicated;
- Felony child abuse likely to produce great bodily harm or a death;
- Assault resulting in the death of a child under eight years of age;

- Felony domestic violence;
- Felony physical abuse of an elder or dependent adult;
- Felony stalking;
- Solicitation for murder;
- A serious felony;
- Hit-and-run causing death or injury;
- Felony driving under the influence causing injury; and
- Sexual assault.

This leave applies to any court proceeding where the victim's rights are in issue, including a delinquency proceeding involving a post-arrest release decision, plea, sentencing or post-conviction release decision.

Additionally, if you are a victim or a parent of a victim of domestic violence, sexual assault or stalking, you may take time off from work to seek certain non-legal services, such as medical, psychological or social services related to the abuse.

Employees needing leave under this policy must give their managers reasonable advance notice of the need to take time off, unless advance notice is not "feasible." If an unscheduled absence occurs, FOOD 4 LESS/RANCHO SAN MIGUEL MARKETS will not take any adverse action against you, however, you must provide a certification to the Store Director regarding the absence. Sufficient certifications include:

- a police report indicating you were a victim of the specified offense;
- a court order protecting or separating you from the perpetrator or other evidence from the court or prosecutor that you appeared in court; or
- documentation from a health care provider, domestic violence or sexual assault victim's advocate, or other counsel showing that you were undergoing treatment related to being a victim of a specified offense.

FOOD 4 LESS/RANCHO SAN MIGUEL MARKETS will not discharge, or in any manner discriminate or retaliate against you in compensation or other terms, conditions or privileges of employment, including, but not limited to the loss of seniority or precedence, because of leave taken under this policy or because of your status as a domestic violence, sexual assault or stalking victim. Reasonable accommodations that do not place an undue hardship on the company may be available to you to ensure your safety at work. FOOD 4 LESS/RANCHO SAN MIGUEL MARKETS will work with you in an interactive process to identify and implement such reasonable accommodations. If you need an accommodation under this policy, you must notify the Store Director or your Human Resources Manager, as soon as possible, and preferably in writing.

Leave under this policy is generally unpaid, unless otherwise required by law. Employees may use their accrued but unused Paid Sick Leave for income replacement during such leave.

Literacy Education Leave

FOOD 4 LESS/RANCHO SAN MIGUEL MARKETS will make reasonable accommodations for any employee who reveals a literacy problem and requests that FOOD 4 LESS/RANCHO SAN MIGUEL MARKETS assist him or her in enrolling in an adult literacy program, unless it would cause FOOD 4 LESS/RANCHO SAN MIGUEL MARKETS undue hardship. FOOD 4 LESS/RANCHO SAN MIGUEL MARKETS will also assist employees who wish to seek literacy education training by providing employees with the location of local literacy programs.

If you wish to identify yourself as such an individual, please contact your supervisor, the Store Director, or your Human Resources Manager. FOOD 4 LESS/RANCHO SAN MIGUEL MARKETS will take reasonable steps to safeguard the privacy of any employee who identifies himself or herself as an individual with a literacy problem.

Employees who disclose that they have a literacy problem will not be terminated or demoted solely because of their disclosure.

While FOOD 4 LESS/RANCHO SAN MIGUEL MARKETS generally encourages employees to improve their literacy skills, it will not reimburse Employees for the costs incurred in attending a literacy program.