

COVID-19 EMERGENCY LEAVE OF ABSENCE

PURPOSE

It is the policy of TNG Retail Services to ensure that COVID-19 emergency leave policies are applied on a consistent basis, and to ensure compliance with Federal and State Family and Medical Leave regulations. *TNG Retail Services has developed the following guidelines and associated forms for administration of COVID-19 Emergency Leaves of Absence, through September 30, 2020.*

ELIGIBLE TEAM MEMBERS

- All Team Members are Eligible

QUALIFYING LEAVE REASON

Team Member has been advised by TNG Retail Services or health care provider to self-quarantine as a result of:

- a. Experiencing symptoms association with COVI-19 [CDC Symptoms of Coronavirus](#) **AND**
- b. Has received a potential workplace exposure notification, **OR**
- c. Receiving a “positive” COVID-19 test result.

APPROVAL OF LEAVE

Except as otherwise applicable, Team Member’s may be granted a COVID-19 Leave of Absence at the discretion of the company.

DURATION OF LEAVE

Up to 14 days from date of leave request, however, additional time may be granted with proper documentation from a treating physician or medical clinic.

PAYMENT ON LEAVE OF ABSENCE

- Team Members are permitted to utilize their sick and/or vacation time, if available.
- When required by a City, County or State Order supplemental sick leave will be provided by TNG Retail Services in accordance with the applicable order.
- Absent Team Member having available sick and/or vacation time OR entitlement to supplemental paid sick leave, **this leave is unpaid.**

BENEFITS WHILE ON LEAVE

If Team Member is covered by the Company’s group medical insurance plan, the Team Member will be allowed to continue his/her benefits under the plan at the level and under the same conditions coverage would have been provided had leave not been taken.



While on leave, the Team Member will be responsible for payment of the Team Member's portion of any benefit premiums. A Team Member will need to make the necessary arrangements for payment with the People Department before he/she takes leave. Premium payments which are more than 2 pay periods late can result in discontinuance of a Team Member's benefits coverage.

REQUEST LEAVE

Team Member is to notify their Management of their intent for leave. Team Member will need to complete the online Leave of Absence Request form to request leave.

Here is the link to the form:

[Leave of Absence Request Form](#)

REQUEST TO RETURN FROM LEAVE

Team Members who would like to return to work from a COVID-19 Leave of Absence will need to utilize the online COVID-19 Leave of Absence Return to Work Form to initiate the process of being returned from leave. Team Members will receive a confirmation of submission and the request will be processed within 72 hours. Team Members are **NOT** cleared to return to work until they have been notified by the Leaves Department that their return request has been approved. **Team Members MUST be cleared to return to work by the Leaves Department before they may be added back to the schedule.**

Here is the link to the form:

[Coronavirus \(COVID-19\) Leave of Absence Return to Work Request](#)

LEAVE QUESTIONS

Please contact Leaves@TNGRetail.com

