

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, until further notice.

Note: TNG Retail Services is an essential employer and all of its Team Members are classified as essential. For this reason, the CDC's guidance differs from that provided to non-essential employers and their Team Members. Except where federal, state or local jurisdictions supersede the CDC's guidance, Team Members are expected to continue to report for work unless they are 1) experiencing COVID-19 symptoms or 2) have tested positive for COVID-19.

ELIGIBLE TEAM MEMBERS

All TNG Retail Services Team Members who have a qualifying leave reason as described below.

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 associated with COVID-19 [CDC Symptoms of Coronavirus](#) **AND**
- b. Has received a potential workplace exposure notification, **OR**
- c. Receiving a "positive" COVID-19 test result **OR**
- d. Other jurisdictional supplemental sick leave specific reasons. *Contact the Leaves Department for more details.*

APPROVAL OF LEAVE

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

DURATION OF LEAVE

In the absence of jurisdictional guidance, up to 14 days from date of leave request. Additional time may be granted with proper documentation from a treating physician or medical clinic.

PAY WHILE 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 benefits will be provided by TNG Retail Services in accordance with the applicable order.
- Team Members may use available sick and/or vacation time OR an entitlement to supplemental paid sick leave, otherwise, **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 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, Team Members are responsible for payment of the Team Member's portion of any benefit premiums. Team Members must make necessary arrangements for payment with the People Department. Premium payments which are more than 2 pay periods late can result in discontinuance of a Team Member's benefits coverage.

REQUEST LEAVE

Team Members are to notify their management team of their intent to utilize leave. Team Member must complete and submit the online [Leave of Absence Request](#) form to request leave.

REQUEST TO RETURN FROM LEAVE

Team Members prepared to return to work from a COVID-19 Leave of Absence will need to utilize the online [COVID-19 Return to Work Request Form](#) to initiate the process of being returned from leave. In addition to completion and submission of the form, Team Members returning from leave must meet the following requirements:

1. Complete a minimum of 10 Days quarantine;
2. Free from fever without the use of fever-reducing medication; and
3. Overall improvement of all other symptoms. *Note: Loss of taste and smell may persist for weeks or months after recovery.*

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.**

LEAVE QUESTIONS

Please contact Leaves@TNGRetail.com.