

Personal Leave of Absence Request Form

Your immediate supervisor and the Human Resources Department will review your request to determine your leave eligibility.

Co-Worker Name: _____ Store/Dept. No. _____

Co-Worker I.D. Number: _____ Position: _____

Home Address: _____

City: _____ State: _____ Zip: _____

1. Purpose of Leave:

- a. Personal Non-Medical – List reason _____
- b. Personal Medical. Is this a work-related injury? Yes or No

For all Personal Medical Leaves of Absence, a Certification of Health Care Provider must be completed by your healthcare provider and sent to Human Resources within 15 days, or in the case of a medical emergency, as soon as practical.

2. Eligibility Information (for a non-medical Personal Leave):

- a. I have been employed by Kwik Trip, Inc. for 120 days Yes or No

3. Dates of Leave:

- a. Anticipated start date of leave: _____
Note: Your personal leave will start the first day after your last day of work.
- b. Anticipated return date from leave: _____

4. Intention to Return to Work:

- a. I intend to return to work when my leave of absence ends? Yes or No

Note: Full time co-workers may be responsible for 100% of the health and/or dental premium (both the co-worker and company contribution) if they are not paid 76 hours or more per pay period. These paid hours can consist of regular hours worked, vacation time, sick time, bereavement pay and/or PTO.

I have reviewed the Leave of Absence Policy and understand my rights and responsibilities. I further understand that my failure to return to work when my leave expires will be considered a voluntary resignation.

Co-Worker Signature: _____ Date: _____

Manager Signature: _____ Date: _____

If an Exception, Approved by the District Leader: _____ Date _____

- For Office Use Only -

Leave Type	Full Time	Part-time		
FMLA Self	F1	P1	Date of Hire: _____	Rehire Date: _____
FMLA Birth	F2	P2		
FMLA Care	F3	P3	LDW or Anticipated Start of LOA: _____	Est RTW or 6 weeks: _____
FMLA Military	F3	F3		
Military	F4	P4		
Personal non-medical	F5	P5	Hrs worked in year preceding LOA start: _____	PA52 processed
Personal Medical	F6	P6		

Notes _____

Personal Leave of Absence Policy

Statement of Policy

Kwik Trip, Inc.'s (here on in referred to as the Company) vertically integrated and ever changing retail, office, distribution, production, and transportation environments require co-workers who are willing to learn and adapt to our ever changing work environments and therefore need our co-workers to be at work. However, it is sometimes necessary for a co-worker to take some unpaid time away from work for personal reasons. For this reason, Kwik Trip offers personal medical leave for those not eligible for Family Medical Leave, as well as, personal non-medical leave, and Educational Leave.

Please note: These types of Personal Leave of absences do not guarantee co-workers the exact and/or equivalent position, terms and conditions of employment, or any other benefits covered under the Family Medical Leave Act.

Substitution of Paid Leave

While this is unpaid Leave, co-workers have the option to use Vacation/PTO/Sick time while on a Personal Leave. If a full-time co-worker is not paid 76 hours or more per pay period, insurance premiums could be affected. Please see information under "Continuation of Benefits" below for more details. Co-workers on a personal leave of absence are not eligible for holiday pay.

NOTE: It is the co-worker's responsibility to contact the applicable disability carrier if he/she is receiving disability benefits and would like to know how returning to work and/or entering sick/vacation/bereavement pay/PTO time could affect his/her benefit.

Notice Requirements

Kwik Trip, Inc. asks that co-workers give as much advance notice as possible, however, thirty (30) days would be the minimum. If circumstances are such that the standard thirty (30) day notice is not possible, the co-worker is required to give as much advance notice as is practical.

Application Process

- Discuss need for leave with supervisor
- Complete the appropriate Leave of Absence request form (found on EMSS or the Kwik Net).
- Provide any required documentation to Supervisor/HR. Please see specific leave types for additional documentation requirements.

Kwik Trip, Inc. reserves the right to reject a co-worker's request as this is a discretionary benefit. If the Company does not receive the required applicable documentation, the co-worker's request for leave may be denied

Personal Medical Leave

Personal Medical leave can be taken for a co-worker's own serious health condition or to care for an immediate family member who needs care due to a serious medical condition. Immediate family members are limited to: child or step-child, spouse, parent or step parent, sibling, parent-in-law, or "in loco parentis" (co-worker who stands in the place of a parent. To be "in loco parentis" includes those with day-to-day responsibilities to care for or financially support a child.

Leave Eligibility: Co-workers who are not eligible for Family Medical Leave or have exhausted the 12 weeks of Family Medical Leave are eligible for unpaid personal medical leave as of their first day of employment with the company on a case by case basis. To be eligible for an unpaid personal medical leave of absence, a co-worker must provide medical documentation to substantiate the need for and duration of the leave. As this benefit is discretionary, a request may be denied or other scheduling options or alternative duties may be offered in lieu of a leave.

Length of Leave: A co-worker who is not eligible for FMLA may be eligible to take up to 12 weeks of personal medical leave per calendar year. The 12-month leave year will begin each calendar year on January 1st and end the following December 31st.

- If the time off needed is less than one continuous block of time off, (i.e. needing one day per week for six weeks) the co-worker should contact Human Resources. The amount of leave will be determined on a case by case basis and will be dependent on the needs of the store/department.

Personal Non-medical Leave

Co-workers who need time off from work for a personal, non-medical reason may be granted unpaid time off on a case by case basis.

Leave Eligibility: To be eligible for an unpaid personal non-medical leave of absence, a co-worker must be employed with Kwik Trip, Inc. for at least **120** days as of the first day of the start of the leave of absence. In addition, the co-worker must be meeting or exceeding performance standards. As this benefit is discretionary, a request may be denied.

- Co-workers who have exhausted all available medical leave (Family Medical Leave and Personal Medical Leave) may be available for additional unpaid time off on a case by case basis.
- A personal leave of absence **will not** be granted to work another job and/or to serve jail time.

Length of Leave: A co-worker may be eligible to take one personal non-medical leave for up to six weeks, per calendar year. The 12-month leave year will begin each calendar year on January 1st and end the following December 31st.

- A Personal non-medical Leave cannot be taken on an intermittent basis or extended throughout the calendar year, meaning a co-worker would not be allowed to take one week off from work every month for six months. Once a co-worker has taken a personal leave, whether it is for one week or six weeks, the co-worker will be considered to have taken his/her one personal non-medical leave of absence per calendar year.

Educational Leave

Leave Eligibility: A co-worker may be eligible to take Educational Leave if they meet the following requirements:

- Must be a part-time co-worker
- Must be overall meeting or exceeding performance standards.
- Must be willing to work on a regular basis during school breaks.
- Must provide school enrollment documentation (online semester schedule, letter from the registrar's office, letter of admission for the semester, etc.) within 30 days of leave request.

Length of Leave: Educational Leave is unpaid and is to be taken during the school year (late August/early September through mid-May) unless special circumstances are approved by the supervisor. If approved by leadership, co-workers may work regularly, intermittently or not at all throughout their Educational Leave. Co-workers who do not work during their leave, must return to an active status (i.e. regularly working) no later than June 15th or the end of their school year. Co-workers are strongly encouraged to contact their immediate supervisor (1) month or more prior to the expiration of their leave to discuss scheduling. Failure to contact leadership by May 15th may result in the end of the educational leave and therefore end of employment.

End/Expiration of Educational Leave: The Educational Leave ends/expires if one of the following occurs:

1. Manager contacts Human Resources to return the co-worker to an active part-time employment status.
2. The school year ends.
3. Co-worker's employment with Kwik Trip, Inc. is separated.

If the co-worker's Educational Leave ends/expires, the co-worker will be considered voluntarily separated from service and will be sent information regarding his/her final benefit status.

In the event the co-worker elects not to return to work, and he/she fails to provide Kwik Trip, Inc. notice at least two weeks prior to the expiration of his/her Educational Leave, any remaining vacation pay will be forfeited.

Continuation of Benefits while on any type of Personal Leave:

Full Time Co-worker Insurance Benefits: While on a personal leave of absence, a co-worker may continue his/her insurance coverage; however, full-time co-workers will be responsible for 100% of the health and/or dental premium (both the co-worker and company contribution). An invoice will be sent to the co-worker for the amount due, and the premiums will be due within 10 days of the invoice date.

However, if a co-worker is paid 76 hours or more per pay period, the co-worker will then only be responsible for the regular co-worker contribution for health and/or dental coverage. These paid hours can consist of regular hours worked, vacation time, sick time, bereavement pay and PTO. Salary continuation and disability pay do not count towards the 76 hours a co-worker will need to be paid during the pay period to avoid paying 100% of the insurance premiums.

The Company does not recoup missed premiums from co-worker's checks upon his/her return to work. If a co-worker returns to work and has subsequent deductions taken from his/her checks, he/she still must submit payment for any premiums missed while he/she was on a leave.

Short-Term Disability Plan:

- **Full-time hourly co-workers:** If co-workers are enrolled in short-term disability coverage, they should contact Principal Life to file a claim.
- **Salaried co-workers:** Salaried co-workers should contact Human Resources regarding 70% salaried continuation pay.

NOTE: Filing leave of absence paperwork does not automatically file a disability claim.

Long-Term Disability Plan:

- **Full-time hourly co-workers:** If co-workers are enrolled in long-term disability coverage, they should contact Principal Life to file a claim.
- **Salaried co-workers:** Salaried co-workers should contact Human Resources to file a long-term disability claim.

NOTE: Filing leave of absence paperwork does not automatically file a disability claim.

Supplemental Cancer/Accident Policies: Co-workers should contact Allstate if they have a claim to file, or call the Human Resources Contact Center at 608-793-6000 if they have any questions.

Section 125 Plan: If a co-worker is a participant in the Company's Section 125 Plan, his/her plan may be affected by his/her leave of absence. Please see the Section 125 Plan Summary for further details (located on the Kwik Net and EMSS).

Convenience Store Investments (CSI): A leave of absence will not affect participation in Convenience Store Investments.

Holiday Pay: Co-workers on leave of absence will not be eligible for holiday pay.

Part Time Co-worker Insurance: Part time co-workers should contact the appropriate plan if they have questions regarding their insurance. It is the co-worker's responsibility to arrange for premium payments while on a leave of absence. Co-workers who are enrolled in the part time benefits should call Standard Security Life at 866-866-3424. If co-workers have questions regarding the cancer/accident plans or would like to make a payment, they should contact Allstate at 877-768-8651.

Vacation/Personal Time Off: The status of a co-worker's employment with the Company as of the start of the vacation or PTO benefit year, either part-time or full time status, will affect how the vacation benefit is calculated. Please see the vacation/PTO policy for further details (located on the Kwik Net and EMSS).

Profit Sharing Plan: A co-worker who is on an approved personal leave will not be credited with the number of hours he/she would have been scheduled for.

Please see the Benefit Plan Summaries on the Kwik Net or EMSS for further details.

Employee Assistance Program: Kwik Trip offers all co-workers a free, confidential employee assistance program through Ceridian Lifeworks at 888.400.7937. This program offers assistance with work and personal issues by providing phone access to master level staff clinicians 24hours a day for information, assessment, action planning, crisis intervention assistance, and referrals. Also included is up to 3 face-to-face sessions per year per issue for counselors, as well as access to a website (www.lifeworks.com) with a variety of resources available.

Exception and Extensions

Exceptions and extensions may be granted by the company within its sole discretion and in conformance with all applicable Federal and State laws. We strive to be fair and consistent when making exceptions and/or granting extensions. Therefore, all exceptions and extensions will be evaluated on a case-by-case basis depending on the co-worker and the store/department needs and must be approved by both the manager and the Human Resources Department.