Target Leave of Absence Guidelines

Overview

If a team member needs time away from work due to illness, personal emergency or other personal matter, Target may grant a leave of absence.

Target will take a number of factors into consideration when approving a leave including:

- Eligibility
- The leave type requested
- The reason for the request
- The effect the leave will have on work requirements and staffing in your department

Team members should partner with their HR partner or leader to determine eligibility for a leave and the type of leave that best fits the team member’s needs.

When to Report your Leave

As with all absences, follow your location’s notification procedures when you miss or plan to miss work, in some cases, your absence may be considered a leave of absence; the expectation is that you partner with your HR Partner, who will generally guide you to follow the below timing.

An absence could be considered a leave when a team member is away from work for non-vacation reasons for more than 2 or 7 consecutive calendar days, follow the guidelines below based on employee classification and location:

- Third scheduled day for non-exempt distribution team members (except in locations with accrued sick plans)
- Eighth calendar day for all non-exempt store team members and non-exempt distribution team members in locations with accrued sick plans
- Eighth calendar day for exempt team members

Once you report your leave, if approved, it will be approved back to the first day you missed work.

Contact the Target Leave and Disability team 800-828-5850, Monday through Friday from 7 a.m. to 7 p.m. CT. at the beginning of the leave if you anticipate the leave will be longer than three or eight days.
What Happens while on a Leave

Job Protection: You may be eligible for job protection under state or federal laws, and some leaves may qualify for Target job protection as well.

Benefits: Team Members who were eligible and enrolled in benefits before their leave, may be eligible for continuation of benefit coverage during their leave.

Any time you are on an unpaid leave, even if you supplement with vacation, personal holiday or sick time (if applicable), your benefits will be billed directly to you instead of the normal paycheck deductions.

*Exception to direct billing is Military and Workers Compensation Leaves

If you are on a paid leave, your benefits will be deducted from your normal paychecks.

You will lose system access while you are placed on a leave; this means you will be unable to log into your computer or log into the time clock system.

For Target property such as cell phones and laptops, work with your leader to determine if any action is needed.

What to do/Contacts

The first step in the leave process is for the team member to contact their HR partner or leader. Team members may be asked to call the Target Leave and Disability team directly at 800-828-5850, Monday through Friday from 7 a.m. to 7 p.m. CT.

The Target Leave and Disability team handles most leave and disability administration processes for team members.

The fax number is 847-554-1660. Please include your claim number (if known) or team member ID number on your fax.
Leave Types

The chart below outlines Target’s leave of absence types. This is a reference tool to assist team members with their conversations with their leaders or HR; the leave the team member may be placed on will be determined by the reason for the leave.

For any unpaid leaves, team members who have accrued vacation or sick time (if appropriate) can use that to supplement pay for that leave.

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<th>Type of Leave</th>
<th>Description</th>
<th>Pay</th>
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| Medical Leaves    | Medical leaves are used for team members who are unable to perform their job duties due to an illness or health condition. There are four different medical leaves for which a team member can qualify:  
  • Paid Medical Leave/ (up to 150 days)  
  • Unpaid Medical Leave, for team members who are only eligible for unpaid federal or state medical leaves  
  • State Disability Leave: Team members who live in the following states may be eligible for state leaves: CA, NJ, NY, HI and RI (time varies by state)  
  • Long Term Disability, team members enrolled in LTD can | Eligible team members may receive short or long term disability pay or state disability pay if eligible. |

Contact the Target Leave & Disability Team
| Leave related to care for a covered family member | If the team member needs to care for a seriously ill family member (as defined by law), domestic partner or to bond with a newborn or child who has been placed in your care, the team member may qualify for one of the following (time varies among leave type):

- Family Care Leave
- Domestic Partner Leave
- Parental Leave | Parental Leave may be paid for team members with 1 year of service and who are benefits eligible; these team members may be eligible for 2 weeks of pay.

Non-exempt team members located in states that have Paid Family Leave are exempt from Target’s plan (CA, NJ, RI). |
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| Military Leaves | Team members who are inducted or voluntarily enlist in the U.S. Uniformed Services, the Reserves or the National Guard may apply for military leave. Primarily there are two types:

- Military Active duty (up to 5 years)
- Military Training | Military Active Duty may be eligible for differential pay for up to 24 months if eligible.

Military Training may be paid up to 15 days per year if eligible. |
| **Service member leave**  
| **(caregiver leave for injured service members)** | This benefit provides leave for team members to care for covered family members who incurred an injury or illness while on active duty in the Armed Forces (normally up to 182 days) |
| **Exigency leave** | Team members may take a leave to deal with certain exigencies when a family member who is a covered military member is on active duty or active duty status in support of a contingency operation (normally up to 16 weeks) |

**Contact HR for the below leaves**

| **Education Leave** | Team members who are granted leaves of absence to pursue education opportunities may be placed on an unpaid education leave. (up to 12 months) |
| **Personal leave** | There are many reasons why team members may request personal leave. However, it is important to note that team members **cannot** request unpaid personal leaves to try a new job. (up to 120 days) There may be state leaves for which you might qualify. Partner with your HR for next steps. |