



## Schnucks COVID-19 Pay Plan

During this time of uncertainty related to the coronavirus (COVID -19), the health, safety, and well-being of our customers and teammates are of utmost importance to Schnucks. Below are the benefits offered to teammates based on specific COVID-19 situations. These benefits may change as the COVID-19 situation evolves and any changes will be communicated to you as soon as possible.

COVID-19 Pay - this will be a short-term pay continuance benefit that will only be available for those teammates that are defined below with the noted restrictions. Under this special pay plan:

- Teammates will receive 100% of their average weekly hours worked in 2019. If a teammate is hired in 2020 their COVID-19 pay will be on a 13-week average worked hours. Teammates are eligible for COVID-19 Pay for up to two weeks.
- Teammates are eligible for no more than two weeks of COVID-19 Pay in total regardless of the number of events they may encounter.
- Teammates **MUST** fill out the COVID-19 Time Off Request Form and submit to Total Rewards either by mail, email at [benefitsdepartment@schnucks.com](mailto:benefitsdepartment@schnucks.com), or fax at 855-414-1123. The form is located on Connection or by contacting Total Rewards at 844-489-0508 to request a form.
- Form must be submitted and approved by Total Rewards before any payment is issued.
- Medical certification **MUST** be provided in order to be eligible for COVID-19 Pay.
- Total Rewards will designate and input the correct leave of absence type based on the circumstances. Teammates and Managers are requested to NOT enter any leaves of absence in Workday related to COVID-19 absences.
- All teammates must provide medical certification that they are able to return to work; prior to returning.
- Teammates who request time off related to COVID-19 for reasons other than stated below, must complete the COVID-19 Request for Unpaid Personal Leave Form.
- Teammates will be placed on an unpaid Personal Leave of Absence for any time taken that is not covered through COVID-19 Pay or the teammate's benefit time. Personal Leaves will not exceed 30 days in cumulative total.
- COVID-19 Pay Plan will expire on June 30, 2020.

### **TEAMMATES DIAGNOSED WITH COVID-19**

- Teammates who are participating in health benefits administered by UFCW 655, will receive 10% of pay for two weeks, in addition to the 90% of short term disability benefit offered through the trust fund. This will then be equal to 100% of pay.
- All other teammates will be provided with two weeks of COVID-19 Pay upon documentation of COVID-19.
- All other teammates may then utilize available sick, short term disability, or Salaried Sick Bank beyond the two weeks of COVID-19 Pay with medical certification that the teammate continues to be medically unable to return to work.
- Once the COVID-19 Pay has been exhausted, all teammates may then use other paid time off (vacation, personal, PTO) if they choose not to return to work after two weeks.

### **TEAMMATES EXPOSED TO COVID-19 WITH MANDATORY QUARANTINE OR; TEAMMATES WHO LIVE WITH A FAMILY MEMBER WHO HAS BEEN DIAGNOSED OR EXPOSED TO COVID-19 WITH MANDATORY QUARANTINE OR; TEAMMATES WHO ARE AT A HIGHER RISK FOR COMPLICATIONS WITH COVID-19**

- Teammates who are participating in health benefits administered by UFCW 655, will receive 10% of pay for two weeks, in addition to the 90% of short term disability benefit offered through the trust fund. This will then be equal to 100% of pay for two weeks.
- All other teammates who meet the above criteria will use vacation or personal time off until it is exhausted, including any future dated approved time off. Teammates will then be provided with two weeks of COVID-19 pay.