

TAKING A LEAVE OF ABSENCE

WE KNOW YOU MAY NEED TIME OFF WORK FOR CERTAIN LIFE EVENTS, LIKE AN ILLNESS (FOR YOU OR A FAMILY MEMBER), THE ARRIVAL OF A NEW BABY, OR A CALL TO ACTIVE DUTY IN THE MILITARY. THAT'S WHY YOU CAN APPLY FOR TIME AWAY THROUGH THE LEAVE OF ABSENCE PROGRAM. HERE ARE A FEW THINGS YOU CAN DO TO MAKE YOUR LEAVE OF ABSENCE GO SMOOTHLY.

WHEN	WHAT YOU NEED TO DO	KEY RESOURCES
BEFORE YOU TAKE A LAEVE	<ul style="list-style-type: none"> • Notify your supervisor of your need to take time off and if you would like to apply accrued sick or vacation time during the waiting period at the start of your leave. • Contact REI Health Guide at least 30 days in advance of a planned leave to initiate your leave of absence (allow up to two weeks for the medical review and approval process) • Learn about your benefit coverage and any paid time during your leave by visiting Foryourbenefit-REI.com > Tools > Leaves of Absence • Submit medical certification or other necessary forms to REI Health Guide 	<ul style="list-style-type: none"> • Your supervisor • REI Health Guide at 1-800-451-2967 • Foryourbenefit-REI.com > Tools > Leaves of Absence
DURING YOUR LEAVE	<ul style="list-style-type: none"> • Confirm your actual leave start date with REI Health Guide (all leave requests are pending until the event occurs) • Stay in touch with your supervisor and REI Health Guide regarding your status. • Communicate to you manager if you would like to apply accrued sick or vacation time to any unpaid portion of your leave (if applicable) • Use available resources through our Employee Assistance Program to help manager your health or life issue (if applicable) • Submit additional medical certification to REI Health Guide if an extension of your leave is necessary. 	<ul style="list-style-type: none"> • REI Health Guide at 1-800-451-2967 • Employee Assistance Program: www.mylifevalues.com <ul style="list-style-type: none"> ○ Username: REI ○ Password: EAP • Employee Service Center at 1-800-999-4734 or hrhr@rei.com
RETURNING TO WORK	<ul style="list-style-type: none"> • Confirm your return-to-work date and any work limitations with REI Health Guide • Confirm your return-to-work date with your supervisor and discuss any need for modified work or schedule 	<ul style="list-style-type: none"> • Your supervisor • REI Health Guide at 1-800-451-2967

What Happens to my Benefits and Retirement while on a Leave of Absence?

During an approved leave of absence (whether paid or unpaid), you may continue the same health care, life, and AD&D insurance benefits you had as an active employee for the duration of your approved leave.

If you stop receiving a paycheck from REI while on leave and your benefits continue, you will be responsible for paying back your share of the cost of benefit coverage through payroll deductions when you return to work. If you would like to request a payment plan, you can contact the Employee Service Center upon your return from leave at 1-800-999-4734 or hrhr@rei.com.

Benefit Plan Coverage	What happens to your benefit while on an approved leave
Health Care Medical, Dental and Vision	<ul style="list-style-type: none"> • You may continue the same medical, dental and vision coverage you had as an active employee for up to 26 weeks of your approved leave. • Employee contributions will continue unless you stop receiving eligible pay during your leave of absence.
Retirement	<ul style="list-style-type: none"> • Employee contributions will continue unless you stop receiving eligible pay during your leave of absence. • Employees who meet the 1,000 hours of service and employed as of December 31st may receive profit sharing • If you have a 401(k) loan, loan payments will continue unless you stop receiving eligible pay. You will be responsible for making up delinquent payments when your leave ends. • You will be credited with hours of service for eligibility any time you receive eligible pay while on leave of absence. • Review and update your designated beneficiary for any change to your family status. • Employees who return within 5 years from qualified military leave with reemployment right under USERRA can: <ul style="list-style-type: none"> ○ make elective contributions attributable to pay you would have received if you hadn't been on leave of absence; ○ continue to earn (imputed) service towards eligibility for profit sharing and vesting ○ receive profit sharing if you meet the 1,000-hour service requirement (using imputed hours), and on leave or employed as of December 31st
Tax Advantage Accounts HSA, HCFSA, LUFSA, DCFSA	<ul style="list-style-type: none"> • If you are receiving a paycheck, your contributions to the Health Savings Account (HSA), Health Care Flexible Spending Account (HCFSA), Limited Use Flexible Spending Account (LUFSA), Dependent Care Flexible Spending Account (DCFSA) continue as usual.
Life Insurance	<ul style="list-style-type: none"> • REI continues to pay for Basic Life coverage for up to 26 weeks of your approved leave.

Benefit Plan Coverage	What happens to your benefit while on an approved leave
	<ul style="list-style-type: none"> You may continue the same Supplemental Life coverage you had as an active employee for up to 26 weeks of your approved leave.
Accidental Death & Dismemberment (AD&D)	<ul style="list-style-type: none"> REI continues to pay for Basic AD&D coverage for up to 26 weeks of your approved leave. You may continue the same Voluntary AD&D coverage you had as an active employee for up to 26 weeks of your approved leave.
Short Term Disability (Hourly DC, OPO, Retail & SCS employees)	<ul style="list-style-type: none"> REI continues to pay for STD coverage for up to 26 weeks of your approved disability leave (reduced from 100% to 60% for weeks 13-26).
Salary Continuation (HQ, Salaried/Exempt, Retail Management employees)	<ul style="list-style-type: none"> REI continues to pay for Salary Continuation for up to 26 weeks of your approved disability leave (reduced from 80% for weeks 13-26); or up to 12 weeks of your approved ill/injured family member leave at 100%.
Long Term Disability	<ul style="list-style-type: none"> REI continues to pay for company paid Core LTD coverage up to 26 weeks of your approved leave. If you are enrolled in Voluntary LTD, you may continue to purchase coverage for up to 26 weeks of your approved leave
Employee Assistance Program (EAP)	<ul style="list-style-type: none"> REI continues to provide EAP coverage for up to 26 weeks of your approved leave.
Vacation and Sick Accrual	<ul style="list-style-type: none"> If you are eligible to accrue time off under REI's vacation and sick plan you will continue to accrue while on an approved leave of absence. If you a portion of your leave will be unpaid, you will need to coordinate with your manager or operations lead to have vacation/sick time applied to your timecard.