Personal Leave Policy for Non-Management Team Members

PERSONAL LEAVE OF ABSENCE

You may request a Personal Leave of Absence (LOA) for any legitimate reason, such as a trip to visit a family member, an unexpected emergency or an expiration of a Medical Disability LOA or a Family LOA. However, you must obtain approval by your Supervisor (in conjunction with your Human Resources Manager) and approval will be granted based on business needs.

Please Note – A Personal LOA will not be granted to attend school full-time or to work at another paying job.

ELIGIBILITY

You are eligible for a Personal LOA if you have at least one year of service and you have not used more than your maximum leave time allowed within the past 12 months.

LENGTH OF LEAVE

The maximum length of LOA is determined by your length of service with the Company, as listed below:

LENGTH OF SERVICE	MAXIMUM LEAVE TIME (For Personal Leave)
1 year but less than 2 years	13 weeks
2+ years	26 weeks

Personal LOAs are unpaid, however; you may use any available vacation and ETO days while you are out. Available vacation and ETO days will NOT be paid unless you elect to have these days paid out.

LEAVES EXCEEDING THE MAXIMUM LEAVE TIME ALLOWED

Our Personal Leave Policy does not permit you to be out beyond the maximum leave time. If you remain out beyond the maximum time allowed, your employment will be terminated.

RETURN TO WORK

If you return to work within the maximum leave time allowed and by your approved return date, you will be able to return to your previous position, if available. If your previous position is not available you will be offered the next available position for which you are qualified, until your maximum leave time is exhausted.

HEALTH AND WELFARE BENEFITS COVERAGE

Payroll deductions for your Health and Welfare Benefits will continue as long as you are receiving a pay check from Toys"R"Us. Once your earnings stop, you will be responsible to make ongoing payments towards the cost of your benefits.

If you are on an unpaid leave of absence and covered by "R"Benefits, please refer to "Remitting Payment While on an Unpaid Leave of Absence." Please note, failure to make timely benefit payments within the specified time periods may result in loss of coverage, and/or tax implications. You may also find this information on RUsBenefits.com under Contacts and Resources > Policies > Remitting Payment While on an Unpaid Leave of Absence.