



Personal Leave Frequently Asked Questions (FAQ)

Please complete the following steps to request time off for Personal Leave.

1. Notify your supervisor of need for leave.
2. Submit request via Workday for formal approval.
3. Review Workday to ensure your contact information and emergency contact information are up to date.
4. Review the resources listed at the bottom of this page.

When should I notify my supervisor? As soon as you know you have a need for leave. A two weeks' notice is expected when possible.

How many weeks can I be on Personal Leave? Personal leave is approved in 30-day increments.

What happens to my benefits during my Personal Leave? During any period of unpaid leave benefits will be maintained as follows:

- For the first four (4) weeks of leave, the outfitter's current Medical, Dental, and Vision elections will remain in force and the Company will pay both the Company's and the outfitter's portions of contributions/premiums.
- The outfitter will be responsible for any other voluntary elected benefits (except HSA, FSA, and 401K) from the date of leave. This includes any supplemental life, disability plan, and voluntary benefits.
- After four weeks, the outfitter will be responsible for the outfitter's elected Medical, Dental, and Vision contributions/premiums, in addition to the voluntary elected benefits.
- The outfitter must make arrangements with HR Benefits prior to taking leave to pay their portion of any applicable contributions/premiums each month.
- If an outfitter's contributions / premium payments become 30 days or more late, the Company's obligation to maintain coverage ends.

How do I pay my health plan premiums while off work for leave? If you are not receiving a regular check, you will need to contact HR Benefits at 417-873-4271 to pay any premiums that are due. Supplemental life, disability plans, and voluntary benefits will accrue from the date of leave; additionally, after four weeks of leave Medical, Dental, and Vision premiums will begin to accrue. Please note that while on leave, FSA amounts will continue to accrue but HSA election amounts will not. With an HSA, upon your return from leave, your premiums will reactivate.



What if I have a Qualifying Life Event? A QLE is a marriage, legal separation or divorce, birth or adoption of a child, death, or a change in employment status for you, your spouse or your dependents. Changes must be made within 30 days of the event, and you will need to provide supporting documentation, such as a marriage certificate or birth certificate.

How will I get paid while on leave? Available sick, vacation, and/or personal time may also be used. Personal leave is unpaid. See the Outfitter handbook for details.

How is my job protected? Upon completion of a personal leave of absence, the Company will make every effort to reinstate you to the position you held at the start of the leave. However, sometimes it is not possible to ask others to absorb your workload, and a permanent new outfitter must be hired in your place. In that case, when you return, we will attempt to place you in an available opening as close to your former position as possible, subject to prevailing business considerations. We note, however, that reinstatement is not guaranteed unless required by law.

What do I do when it is time to return to work? Contact HR Benefits one week in advance of your expected return date. HR Benefits will notify your site HR / supervisor of your date of return, and you will contact your supervisor who will work with you directly on your schedule.

Other Questions? Contact HRBenefits@basspro.com

Resources:

HR Benefits: Email: HRBenefits@basspro.com or call 417-873-4271. Please utilize the following standard template in the subject line of your email. **Leave Last Name: Flex ID Number**

[Bass Pro Benefits Website](#): Review for additional resources for your overall wellbeing.

[Benefit Plan Contacts](#): Contact benefit providers by phone or website.

[Outfitter Handbook](#): Review Bass Pro Shops, LLC policies and procedures regarding your leave.

[Outfitter Benefit Guide](#): Review with your current health plan summary page to evaluate your premium cost while on leave.