

Student Leave of Absence Guide

Please complete the following steps to request time off for Student Leave of Absence.

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.

Program objectives

Increase retention of college students by:

- making it easier for students to 'get back to work' during or after class breaks
- incentivizing students to stay employed with Bass Pro Shops/Cabela's during their academic career

Program eligibility

Regular full time and part time outfitters who have at least 60 days or more of continuous service are eligible to request Student Leave.

Program overview

The *Student Leave of Absence* is an unpaid leave intended for active students whose involvement in academic programs or scheduled breaks from their programs makes commuting to their original workplace impossible over a temporary period no longer than 6 months. The leave may be utilized for academic studies such as out of the area school attendance, semesters of particularly heavy regular classes, internship programs, seasonal breaks, or short-term foreign studies. These are examples of possible student leave reasons and are not meant to be an exhaustive list of examples for student leave requests. A request for a student leave should be presented to the associate's department/division head and/or Human Resources at least three weeks (21 days) before the requested start of the leave, except in cases of emergency. A leave of absence is not granted automatically. Requests are considered based on staffing requirements as well as associates' performance and attendance records. Please contact management for additional information about eligibility for Student Leave and how to initiate the leave approval process.

Associates can use earned paid vacation while on unpaid student leave. The substitution of paid time for unpaid leave time does not extend the length of leave and the paid time will run concurrently with any student leave granted.

Students would apply for a SLOA by submitting the following:

- Proof of participation in an academic program and dates that the outfitter is requiring for the leave not to exceed 6 months.

During a student leave an outfitter will not earn paid time off or holidays. Students participating in a SLOA would remain active employees which would allow them to maintain any elected benefits as well as their employee discount and other Outfitter discounts. Students will continue to pay benefit election costs during their absence in accordance with BPS standard leave practices. Please see your HR representative for specific details and questions about benefits.

Outfitters on SLOA are expected to return to work upon expiration of their leave of absence. An outfitter on SLOA is required to contact their manager at least 3 full weeks (21 days) prior to the scheduled end of their leave to confirm their expected date of return, failure to do so could cause a delay in your returning to work.

Upon completion of a student 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. Failure to advise management of availability to return to work, failure to return to work after notifying the Company of expected return to work, or remaining absent from work beyond the time approved by the Company is considered a voluntary resignation of employment unless otherwise prohibited by applicable law. Please note that the Company may delegate its leave administration and these employer responsibilities may be performed by a contracted party authorized by the Company to carry out the employer's obligations.

Students are eligible to participate in the SLOA for all their academic career, however, a new leave of absence must be requested for each 6-month period that is required.

While not preventing a student from participating in a SLOA, an absence of 6 months or more would require that student to sign an attestation that they are still compliant with the Bass Pro Shops drug policy and Gun Control Act before being able to return to work.

BENEFITS



Thrive365

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***

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

[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.