

1. What is the purpose of a Personal Leave of Absence?

AutoNation offers an unpaid Personal Leave of Absence policy to assist associates in managing unique or unexpected circumstances that require a temporary absence from work. Approval is granted at the sole discretion of management.

2. How long can a Personal Leave of Absence last?

Generally a Personal Leave of Absence can be granted for up to 30 days. Extensions may be considered based on individual circumstances.

3. How do associates request a Personal Leave of Absence?

- Associates should submit a written request to their supervisor at least two weeks before the anticipated start date.
- The request should clearly explain the circumstances necessitating the leave.
- The associate must obtain approval for personal leave from their supervisor and/or Department Head, General Manager and Human Resources.

4. What conditions apply to Personal Leave requests?

- Submitting a Personal Leave request does not guarantee approval. Each request is evaluated on its individual merit, considering both the associate's circumstances and AutoNation's business needs.
- Any available paid leave must be used in full before unpaid leave can be approved.
- Personal Leave cannot be combined with other types of leave unless required by law.

5. Can associates on Personal Leave continue benefits?

Yes. During personal leave, associates may continue their benefits coverage by making monthly premium payments. Associates on leave will receive a monthly bill from The Benefit Connection at their address on file. It is the associate's responsibility to make timely payments to avoid the termination of benefits. If the associate has questions about their premium payments, they can contact The Benefit Connection at 1-877-550-2363.



6. What are associates' obligations while on Personal Leave?

- Associates may be required to provide regular updates to their supervisor regarding their status during the leave.
- Depending on the situation, associates may need to re-verify their leave status to confirm the need for continued absence.
- Associates are expected to return to work at the end of the approved leave period.

7. Are associates on Personal Leave required to be reinstated to their original position after the leave?

AutoNation will strive to reinstate associates to their former position or a comparable role in terms of status and pay. However, this is not guaranteed during a Personal Leave of Absence.

8. What should I do if an associate does not return to work from Personal Leave?

If an associate does not return from Personal Leave, you must notify the Leave of Absence (LOA) team via email. See question #9 for contact information.

9. Who can I contact for more information?

For more information on the Personal Leave of Absence policy, contact AutoNation Leave Administration at ANLeaveAdministration@autonation.com.

10. How do I submit a LOA or return from LOA in Navigator?

Please refer to the Navigator User Guide for Managers, available in HR Connect, for detailed instructions.

1. Understand the Policy

- Familiarize yourself with AutoNation's Personal Leave of Absence policy to ensure you are applying the policy consistently across all situations.
- Be clear on key details, such as eligibility, request procedures, and obligations during the leave.

2. Communicate Clearly

- Encourage associates to submit their leave requests in writing at least two weeks in advance.
- Ensure associates provide all necessary details, including the reason for leave and anticipated start date.
- Be transparent about the approval process and set expectations regarding next steps.

3. Collaborate with HR and Leadership

- Involve the General Manager or Department Head and Human Resources (HR) in reviewing and approving leave requests.
- Confirm that paid leave has been fully utilized before approving unpaid leave.

4. Ensure Proper Documentation and Tracking

- Keep a record of all communications related to the leave request, including the written request, approvals, and periodic updates during the leave.
- Place the associate on leave in Navigator, be sure to add comments and specify if the General Manager has approved the Personal Leave.
- Ensure compliance with company policies and applicable laws.
- Be sure to submit a Sign Me Up request to temporarily disable the associate's access to their AutoNation email within 24 hours of the leave start date.

5. Monitor and Provide Support During Leave

- Maintain periodic contact with the associate as required, ensuring they provide updates and re-verification of continued/extended Personal Leave as necessary.
- Inform the Leave of Absence (LOA) team of any extensions to Personal Leave.

- Inform the Leave of Absence (LOA) team immediately if an associate fails to return as scheduled.

6. Ensure Benefits Continuity

- Remind associates of their responsibility to make timely benefit premium payments during their leave to avoid termination of coverage. Associates can contact The Benefit Connection at 1-877-550-2363, Monday - Friday 8 a.m. - 8 p.m. ET.
- Refer associates to [KnowYourBenefits.org](https://www.knowyourbenefits.org) for benefit related information.

7. Plan for Coverage

- Develop a plan to manage the associate's responsibilities during their absence. Reassign duties as needed to minimize disruptions.

8. Facilitate a Smooth Return to Work

- Proactively work with HR to determine if the associate can return to their former position or a comparable role in terms of status and pay.
- Prepare your team for the associate's return, addressing any transitions or adjustments required.
- Return the associate from leave in Navigator.
- Be sure to submit a Sign Me Up request to reinstate the associate's AutoNation email access within 24 hours of their return to work.

9. Address Non-Compliance Promptly

- If an associate does not return as scheduled or is unresponsive to your calls and/or messages, notify the LOA team promptly. Ensure reminders and any subsequent termination letters are handled according to policy.

10. Maintain Confidentiality and Support

- Treat all personal leave requests with confidentiality and professionalism.
- Offer support and understanding while balancing business needs, creating a positive environment for the associate's return.
- If you need support or guidance, please collaborate with the AutoNation Leave Administration team. You can reach the team via email at ANLeaveAdministration@autonation.com.