

# Starbucks Leave of Absence Policy - starbmag

Every employee needs time off to recharge and attend to other pressing life issues. Have you secured a job at Starbuck and wondering if their leave of Absence policy will favor your yearly schedule? Can you request vacation time off?

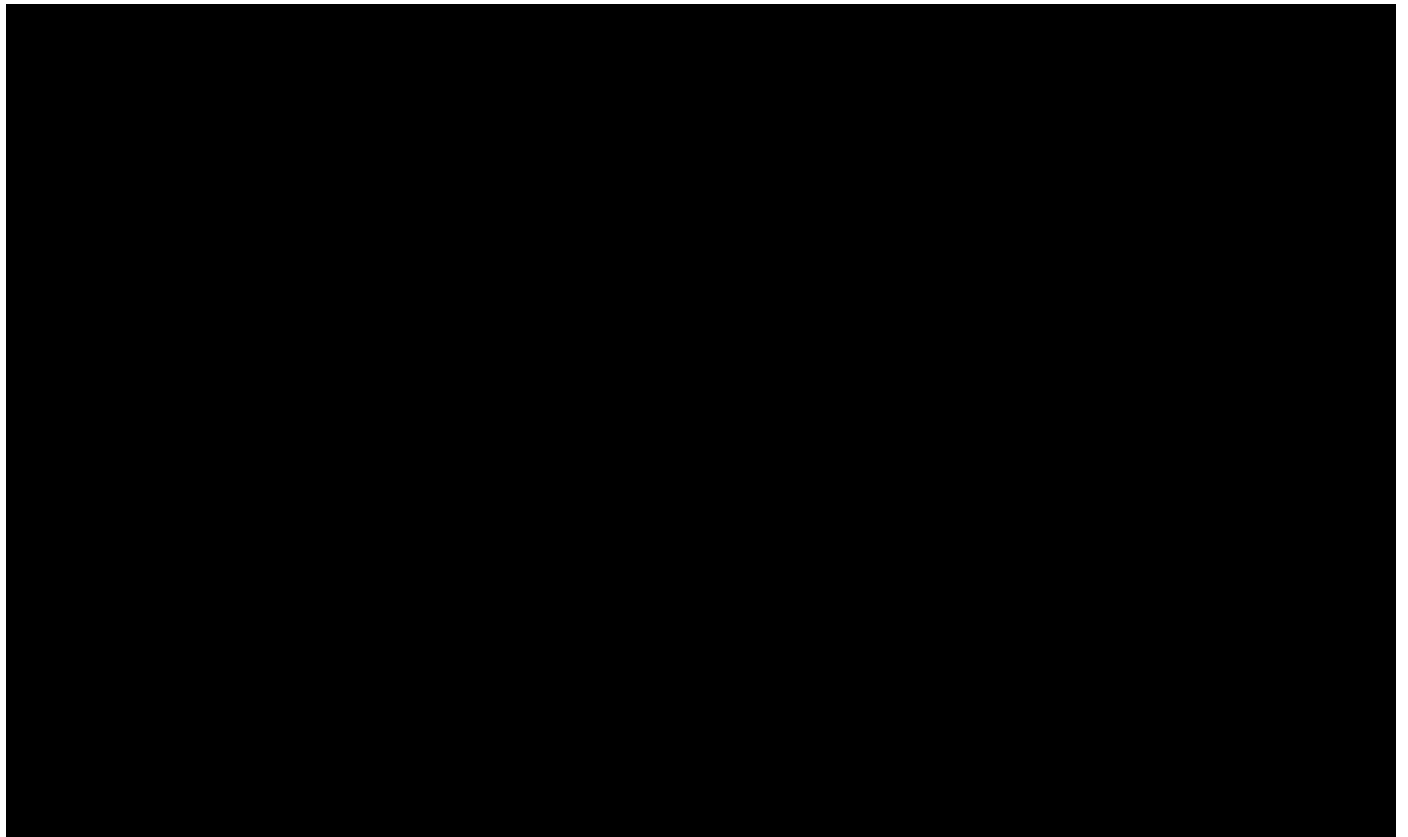
Yes, Starbucks' vacation policy offers their employees paid time off of up to 10 days in a year. Furthermore, the Starbucks Leave of Absence Policy provides a variety of leaves to their employees, depending on the issue at hand. I learned that Starbucks offers vacation time off from my uncle, who has been an employee there for over two years. During our family gathering, which happened during his work days, he was present. He told us that he had used his vacation days to attend the gathering.

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## How do you get a leave of absence from Starbucks?

Starbucks offers several leaves of absence depending on your reason. You can get a leave of absence if you are injured or ill or if you need to give an eligible family member urgent care. Starbucks also offers personal leaves and Career Coffee Break to their members. To request a leave of absence at Starbucks, you need to have a valid reason and present all the relevant paperwork to the manager for approval.

## How long can you take a leave of absence at Starbucks?



Starbucks launched a new leave of absence policy that allows their workers to receive benefits that have an unpaid leave of up to 120 days. Furthermore, Starbucks' vacation policy allows its employees to take paid time off of up to 10 days. However, you need to have worked at Starbucks for a long to enjoy some of these benefits.

## Can I get a Paid Time off break at Starbucks?

Yes, Starbucks' vacation policy and PTO (Paid Time Off) allows you to take a break of up to 10 days a year. Employees at Starbucks ranked the PTO and vacation policy as the most important employee benefit at Starbucks apart from health care.

## How can I request time off at Starbucks?

Starbucks employees request time off via the scheduling app. The time off can be denied or approved. However, if you have not yet utilized your vacation time, you can make use of it.

## Final thoughts

Apart from the health insurance benefits offered at Starbucks, their employees ranked the Paid Time Off benefits as a valuable benefit. If you are worried about getting a break while working at Starbucks, worry no more, as the company has policies in place to cater to that.

## FAQs

### Can I take a month off Starbucks?

No, the longest time off you can request at Starbucks is one week, and the request should be made three weeks prior. For any time off, which is longer than that, you to go through Leave of Absence paperwork.

### Can you take a break from Starbucks?

Yes, Starbucks gives their employees breaks. If you work an 8+ hour shift, you are entitled to two 10-minute breaks and a 30 minutes lunch break.

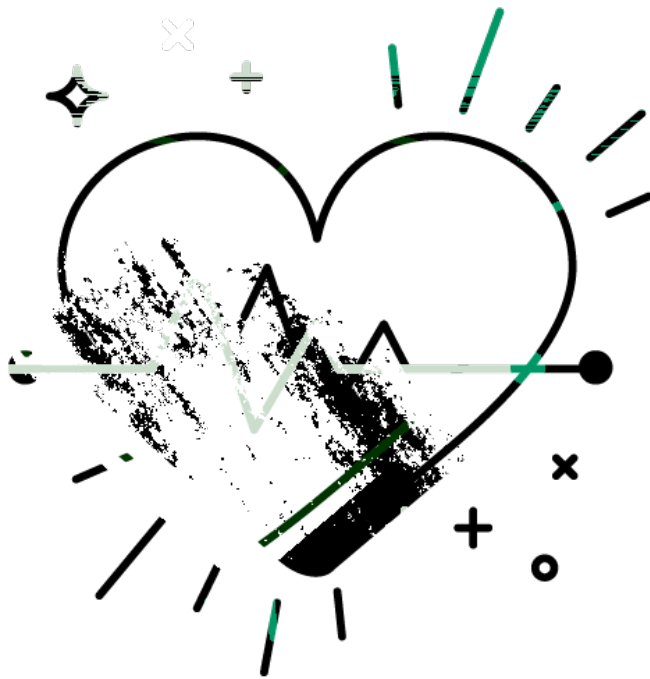
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## Benefits and Perks: Starbucks Coffee Company

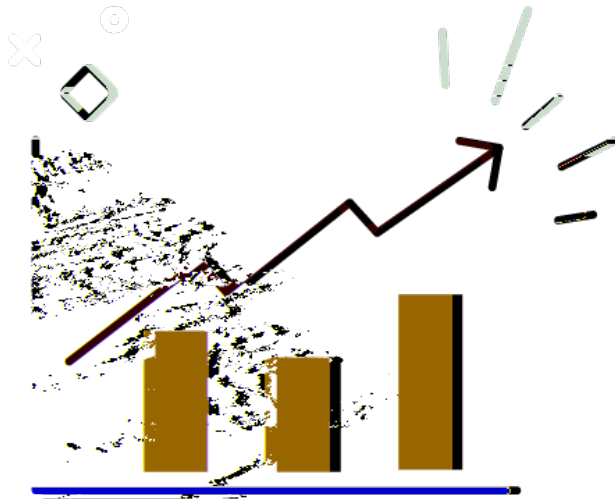
### Empowered to live life well

Starbucks succeeds when our partners do, and we believe that success is best when shared. Our world-class benefits and programs for eligible part- and full-time partners are tailored to your needs. Your Total Rewards package includes base pay and bonus, benefits, retirement savings, stock and perks.



### Health Coverage

Starbucks offers partners the choice of multiple coverage levels for medical, dental and vision plans, as well as Health Care and Dependent Care reimbursement accounts, life insurance, disability and accident coverage.



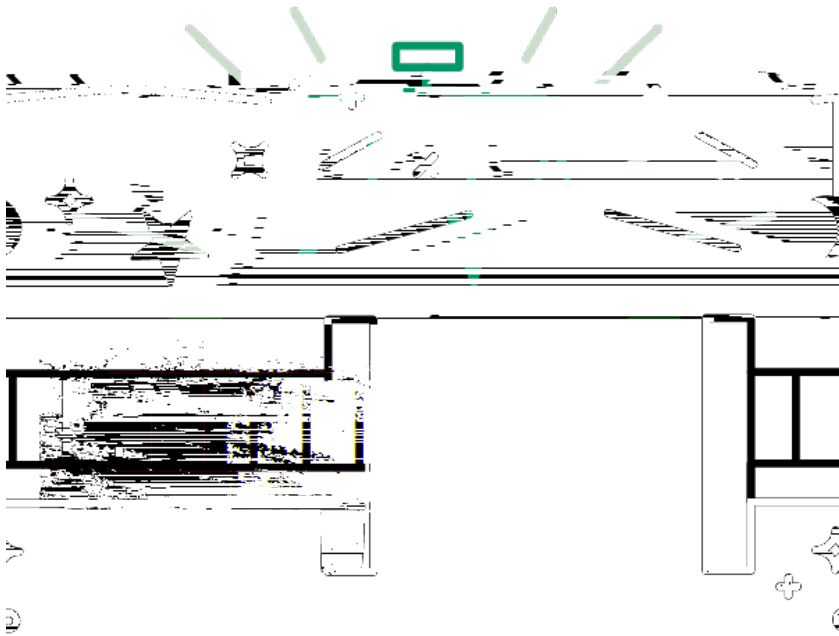
### Stock, 401(k) & Financial Well-Being

Our competitive 401(k) retirement plan includes a generous company match, and we offer partners discounted company stock (S.I.P.) as well as participation in our equity reward program, Bean Stock. In addition, partners can save for the unexpected with help from My Starbucks Savings, with cash incentives for eligible partners at key savings milestones.



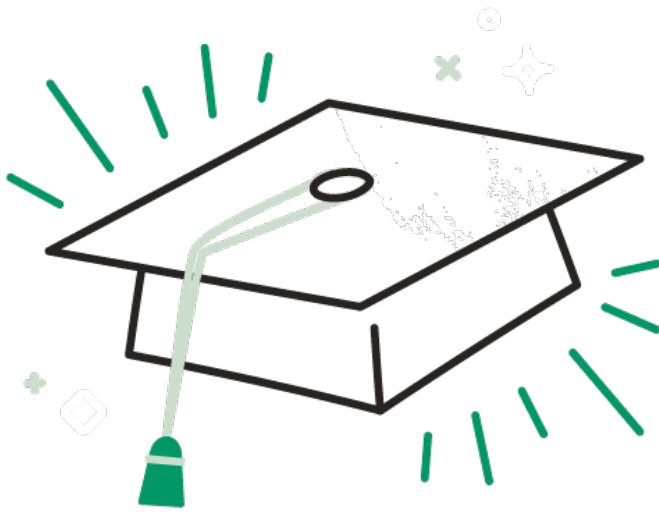
### Paid Time Off

Both non-retail and retail partners are eligible for paid vacation days and partner and family sick time, while salaried / non-retail partners also receive two personal days per year. Starbucks observes seven paid holidays, during which retail hourly partners are paid 1½ times their base hourly rate of pay for any hours worked on these holidays.



## Parental Leave

Eligible partners welcoming a new child may receive time off and pay replacement through parental leave. Starbucks also provides Family Expansion Reimbursement of up to \$10,000 per adoption, surrogacy or Intrauterine Insemination for eligible partners.



## Education & Student Loan Management

Starbucks offers eligible partners the opportunity to earn a bachelor's degree with 100% tuition coverage, coaching, counseling and advising through Arizona State University's top-ranked online degree programs. Learn more at [starbucks.asu.edu](http://starbucks.asu.edu). We also offer Student Loan Management through Tuition.io with access to tools, resources, and student loan coaches to help partners navigate financing options and manage student loan debt.



### **Commuter Benefit**

We offer our partners easy ways to take care of work-related commuter expenses, like transit passes funded by pretax payroll deductions.



### **Partner Assistance**

Our Caring Unites Partners (CUP) Fund helps Starbucks partners in financial crisis resulting from illness, death in the family, natural disasters or other extreme circumstances.

Coffee and Tea Markout Partners are eligible to receive a free pound of coffee or box of tea every week.

In-Store Discount Partners receive a 30% discount on purchases of beverages, merchandise and food.

#### Recognition Programs

Starbucks recognizes partner contributions at all levels of achievement through formal and informal programs.

Partner Networks These employee resource groups bring together partners with common interests, helping connect them to growth opportunities and ways to serve communities.

Affiliate Discounts Partners enjoy discounts at local and national retailers as well as select providers of benefits like auto, home and pet insurance.

Care@Work by Care.com All U.S. partners have access to up to 10 backup care days for kids and adults per year, plus senior care planning and a premium membership to Care.com.

Spotify Premium Subscription All U.S. partners enjoy full-service Spotify, choosing what to listen to, creating radio stations and accessing Starbucks® in-store playlists.

Elite Athlete Program Starbucks supports partners participating in athletics at a world-class level.

Matching Gifts Program We match partners' individual contributions of financial gifts or time to eligible nonprofits; up to \$1,000 per fiscal year.

On-Site Gym, Daycare and Dry Cleaning Partners working in the Starbucks Support Center enjoy multiple services under one roof, designed to enhance work-life balance.

## Starbucks Total Rewards

From free coffee to pay bonuses, Starbucks partners enjoy some of the most competitive and comprehensive benefits available. Click below to view our complete U.S. employee benefits package guide.

Every effort has been made to communicate this benefit information clearly and in easily understandable terms. If there is any discrepancy between the information set forth above and the legal plan and trust documents, the terms of the legal plan and trust documents always govern. Starbucks must also reserve the right to amend or terminate any benefit Plan referred to herein in accordance with its terms.

## ACCESSIBILITY SUPPORT

Starbucks Corporation is committed to offering reasonable accommodation to job applicants with disabilities. If you need assistance or an accommodation due to disability, please contact us at [applicantaccommodation@starbucks.com](mailto:applicantaccommodation@starbucks.com).

## STARBUCKS IS AN EQUAL OPPORTUNITY EMPLOYER

All partners and applicants will be treated fairly, without regard to race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation, marital status, military or veteran status, gender identity and expression, genetic information, or any other factor protected by law.

# A letter to partners: Partner care as we rebuild from COVID-19

May 26, 2020 • 4 min read

An open letter to Starbucks partners from Rossann Williams, evp and president, U.S. company-operated business and Canada

Dear partners,

When we began navigating the COVID-19 crisis together, we made a commitment to you to do everything we can to care for your health, safety and well-being. This focus allowed us all to take timely, proactive steps, including closing our cafés and expanding our safety protocols to exceed national and local health guidance whenever possible. As the crisis began to peak, forcing more than 38 million Americans out of work, we stood strong, together, and built the most comprehensive set of temporary COVID-19 benefits to support our partners, including Service Pay to recognize your hard work and efforts as we modified operations, Catastrophe Pay for you to take care of yourself and your family, as well as expanded mental health, childcare, food and beverage benefits. Most importantly, with Our Mission and Values at our core, we showed up for each other and our communities with courage, strength and resilience to do what we do best: inspire and nurture the human spirit – one person, one cup and one neighborhood at a time.

Our intent is to keep partners safe and employed as we rebuild our business, safely and responsibly. I am especially grateful for all the partners – in our stores, and our support centers – who continue to work around the clock to reimagine what's possible as we modify stores and adapt to new ways of operating. Yet, even as we re-open more than 85% of our stores here in the U.S., and know from our experience in China, we are not immune to the widespread economic impacts of COVID-19. Customer routines and occasions have changed – for all retailers – and it will take some time to recover. As many of you are already seeing, the need for modified operations and reduced store hours as well as economic impacts and shifted consumer behaviors are unfortunately impacting our partner hours.

I know that many of you have been having open and honest conversations with your managers since early May about your individual needs and expectations. Your feedback has been critical as we consider how to best support partners who are not getting the hours they need, including implementing a new COVID-19 Leave of Absence policy for partners who prefer to take an unpaid leave through Sept. 30 and accrue up to 20 hours per week toward benefits eligibility. On this leave, partners will be able to keep their existing benefits like Lyra, Headspace, Spotify, Care@Work, the Starbucks College Achievement Plan (SCAP), and our food/beverage benefits, and explore any COVID-19 federal and state unemployment compensation they may be eligible for, such as \$600 per week of unemployment assistance under the CARES Act. In addition, Starbucks will pay your health care premiums in full while on leave, if you are currently enrolled in one of our plans.

Thousands of partners are already taking advantage of our 30-day Personal Leave of Absence policy and we want to help make sure partners can now make use of the COVID-19 Leave of Absence if they do not have enough hours available to them during this economic crisis. I know that every partner's situation is deeply personal, and each store's business needs look quite different. For instance, some partners may prefer to continue working in a store, even though we anticipate that there will initially be a reduced number of hours to offer partners as we rebuild the business. Other partners may prefer to take an unpaid COVID-19 Leave of Absence so they can leverage unemployment compensation and feel supported with their current healthcare plan and benefits, while taking the time to stay home or care for a loved one. I know some partners who are facing reduced hours may prefer to take this opportunity to pursue a different path outside Starbucks, and we are considering how to best support and care for these partners as well.

I know you will all have lots of questions for us, and please know that we will get you all of the information and details, with complete transparency, next week, so you have the support needed to fully understand the different options, based on your store's needs as well as your personal preferences. This week, we are supporting your district managers in assessing what their stores need, given the economic impacts of COVID-19. Following that, next week, we will connect with your store managers, so they have all the details about our partner care options, including the COVID-19 Leave of Absence. Your store managers will then connect with each of you personally to understand your needs, expectations, and preferences, so we can do what's best for each store and support you.

As I've said before, this is truly our defining moment – and it rings more true each day. Whether you are in the store, field or support center, we all have a responsibility to do everything we can to safely get our stores back in business so we can protect as many partner hours as possible. This is our time to come together and drive our best thinking on how we are going to create Best Moments for our customers, adapt to their new routines, and continue to be that beacon of hope in our communities.

As we do this, you have our word – and my personal commitment – that we will always keep partner care front and center, especially as we continue to weather the

economic crisis ahead. Because we trust in you. We believe in you. And in my heart, I know that we will emerge from this stronger, more resilient than ever before.

Warm regards, Rossann

## Vacation & Other Time Off – Starbucks Partner Benefits

### Vacation

Retail hourly partners begin to accrue vacation after 12 months of continuous service and accrue vacation based on actual hours worked. You continue to accrue vacation each pay period until you reach the maximum accrual limit; as shown below. Accrued vacation carries over from year to year and is paid out upon your separation from Starbucks.



Retail management and nonretail partners receive a vacation grant (or, for partners in certain states, begin to accrue vacation)\* when they are hired. The amount you receive or accrue depends on how long you've been at Starbucks.

Completed months of service from most recent hire date	Maximum accrual
Less than 60	120 hours (190 in California)
60 but less than 120	160 hours (253 in California)
120 or more	200 hours (316 in California)

### Holidays

Starbucks observes New Year's Day, Martin Luther King Jr. Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. How you are paid for the holiday depends on your role.

### Bereavement

All partners are eligible for two days of bereavement when an eligible family member passes away, or four days if overnight travel is required.

### Jury Duty

All partners are eligible. Starbucks will pay you for any scheduled workdays or shifts missed for jury or witness duty.

### Personal Days

Retail management and non-retail partners are eligible. One personal day is awarded each July 1 and January 1, and must be taken within the following six-month period.

### Leaves of Absence

Starbucks offers a variety of leaves of absence if you are ill or injured, or need to care for an eligible family member. Additionally, Military Leave, Personal Leave, and Career Coffee Break (sabbatical) may be available. Eligibility varies by leave type.



## Paid Parental Leave – Starbucks Partner Benefits

Paid Parental Leave is time off and pay replacement for eligible partners who welcome a new child, whether by birth, foster placement or adoption. Parental Leave gives you time for recovery from childbirth and/or bonding with your new child.

You must be benefits eligible to receive Parental Leave. If you are not benefits eligible, you may still be eligible for other types of leaves of absence.

The amount of time off available depends on your position and any paid time will be paid at 100% of your average pay:

- Retail hourly, shift managers and retail management partners (both birth and non-birth parents): 6 weeks of paid leave and up to 12 weeks of unpaid leave.
- Non-retail partners (both birth and non-birth parents): Up to 12 weeks of paid leave. Birth parents are also eligible for 6 or 8 weeks of additional paid leave, depending on the method of the child's delivery.

