

ACME LANCASTER DC EMPLOYEE REFERRAL FORM

Must be received by HR prior to candidate submitting application

The key component of the Lancaster Distribution Center's success is our dedicated and valued employees. To recognize and reward this dedication we have enhanced our Employee Referral Program. This referral program will provide active employees the opportunity to earn up to \$2,000 for referring family and friends to join our great team.

ELIGIBILITY GUIDELINES

Referring Employee

- Referral forms must be completed and submitted to HR before candidate submits their application.
- Must be in an active status at the time the referral is made.

Referred Candidate

- Must not be a current or former employee of Albertsons Companies.

PAYMENT SCHEDULE

If the referred candidate is hired and remains actively working, referral awards will be paid out after the following milestones have been met:

MILESTONE	PAYMENTS TO REFERRING EMPLOYEE
Complete 120 Days	\$500
Complete 240 Days	\$500
Complete 365 Days	\$1,000
TOTAL REFERRAL PROGRAM PAYMENTS	\$2,000

PAYMENT GUIDELINES

- Payments will be made through the regular payroll process within 2 weeks of meeting the above milestones; all payments are subject to the appropriate tax regulations.
- Referring and referred employees must be in an active status to receive payment. If employee is on an approved leave at the time a milestone is met, payment will be made when the employee returns to active status.
- Leave of Absence days do not count toward milestone requirements.

REFERRAL INFORMATION

Candidate Name: _____ Candidate Phone: _____
PLEASE PRINT

Referring Employee: _____ Employee ID Number: _____
PLEASE PRINT

Employee Signature: _____ Date: _____

HR Signature: _____ Date: _____