



California associates paid time off policy

In support of your personal needs, we offer multiple forms of paid time away including paid time off banks, bereavement and company holidays.

[PTO eligibility](#)

Associates working in California will accrue vacation and sick leave separately.

[Vacation Time](#)

We care about your personal well-being, so it's important to us that you take time away for relaxation. When you have work-life balance, you come back refreshed and even more productive. That's why we offer a vacation bank for all eligible Belk associates.

- You may use any hours of your accrued vacation time for rest and relaxation. Vacation may not be taken in advance of accrual.
- Vacation hours are accrued based on eligibility and accrual schedules listed below.
- Bi-Weekly accrual rate will increase to the next tier in the month following your five or ten-year anniversary. Associates in an anniversary year (5 or 10 years of service) will begin their accrual based on their years of service as of the next pay date after the service anniversary date.
- Vacation accruals may be suspended while you're on a leave of absence or unpaid time off. If this applies to you, please review those policies for additional information.

[accrual schedules](#)

- Vacation time accruals will be based on the chart below.

[new or rehired associates](#)

- You'll have a prorated annual maximum accrual based on the bi-weekly accrual.
- Years of service are calculated from your most recent date of hire, unless service bridging applies (i.e. when you worked for a company that's acquired by Belk.)

[separation](#)

- Accrued and unused vacation and personal time will be paid out at the time of separation (voluntary or involuntary).



Full-time Accrual Schedule – Hours of Vacation (annual accrual)

Years of Service	Full-time Exempt Associates	Maximum Accrual
Under 5 years	136 hours <i>(5.2308 bi-weekly)</i>	204 hours
Between 5 and 10 years	176 hours <i>(6.7692 bi-weekly)</i>	264 hours
10 or more years	216 hours <i>(8.3077 bi-weekly)</i>	324 hours

You can accrue paid vacation benefits to a maximum of one and one half times (1.5 times) your annual accrual rate. If you reach an accrual balance of 1.5 times your annual rate, you will have reached your vacation cap and no additional vacation will be accrued until you have used some of your accrued vacation to put you below your cap.

using vacation

- Vacation may be taken in hourly increments.
- Vacation should be requested and pre-approved using the process required by your location or manager. Approval is subject to workload planning and business needs.

seasonal blackout periods

- Blackout periods will be provided by each line of business annually.
- Vacation or other forms of time off are restricted during seasonal blackout periods. These are limited time periods and necessary to ensure the success of the business.

California paid sick leave

We recognize that associates may need time off from work for their own health condition, a family member’s health condition, or the health condition of a person whose close association with the associate is a family relationship, because the associate is a victim of domestic assault, sexual violence, or stalking. We have established paid sick leave in accordance with the requirements of the California Healthy Workplaces, Healthy Families Act of 2014 and other local ordinances in the state.

I. Eligibility

Any associate who has worked at Belk for 30 or more days within a year from the date of hire is eligible to accrue paid sick leave in the manner described in this policy. The policy applies to any full-time, part-time, and temporary associates.



II. Accrual of Sick Leave

Except for those associates who work in a California jurisdiction with differing requirements (including, for example, the cities of San Francisco, Oakland, Berkley, Santa Monica), 24 hours of sick leave will be provided at the time of hire and then at the beginning of each calendar year (subject to the accrual cap below).

III. Use of Paid Sick Leave

Associates may use accrued paid sick leave beginning on their 90th day of employment. For those associates who have been employed for at least 90 days, the maximum sick leave provided per year (or up to 24 hours) may be used at any time during the calendar year, including at the beginning of each calendar year.

Associates may use this paid sick leave for diagnosis, care, or treatment of an existing health condition of, or preventative care for, the associate or the associate's "eligible family member" a person whose close association with the associate is a family relationship. Associates may also use paid sick leave pursuant to Belk's leave of absence policy for victims of domestic violence, sexual assault, or stalking. The use of paid sick leave for other purposes (such as vacation, or "personal days") is prohibited. Associates must use paid sick leave in increments of at least one hour.

Eligible family members include any of the following persons related to the associate: (1) a child of any age (including biological, adopted, stepchild, foster, legal ward, or a child to whom the associate stands in loco parentis), (2) a parent (biological or adoptive), stepparent, foster parent, legal guardian of the associate or associate's spouse/registered domestic partner, or a person who stood in loco parentis when the associate was a minor child; (3) a spouse or a registered domestic partner; (4) a grandparent; (5) a grandchild; (6) a sibling; (7) an individual related by blood or affinity whose close relationship with the associate is the equivalent of a family relationship. Associates working in the city of San Francisco, please check with human resources regarding additional categories of eligible family members.

An associate may use all of their sick leave which must be provided under state law or local ordinance to care for a family member as described above. In addition, an associate may use one-half of their sick leave in excess of the amount of Paid Sick Leave required under state or local law to care for a family member, including 1) a child of any age (including biological, adopted, stepchild, foster, legal ward, or a child to whom the associate stands in loco parentis), (2) a parent (biological or adoptive), stepparent, foster parent, legal guardian of the associate or associate's spouse/registered domestic partner, or a person who stood in loco parentis when the associate was a minor child; (3) a spouse or a registered domestic partner; (4) a grandparent; (5) a grandchild; or (6) a sibling. The associate and not Belk has the right to designate whether the sick leave is being used for themselves or for kin care and the associate is expected to designate which they are using at the time the associate requests the time off.

Associates do not carry over unused sick leave days from year to year. Please check with human resources to determine whether there is a separate policy for your specific jurisdiction.

Leave under this policy may run concurrently with leave taken under local, state or federal law, including leave taken pursuant to California Family Rights Act (CFRA) or the Family and Medical Leave Act (FMLA).

IV. Notification to Belk

Associates requesting time off under this policy should provide as much advance notice as possible. If the need for sick leave is unforeseeable, the associate shall provide notice of the need for leave as soon as practicable.



Notice should be given by contacting your supervisor via phone, text or e-mail as soon as practicable.

V. Compensation for Sick Leave

Except where otherwise required, eligible associates will receive pay at their regular rate of pay for the week in which any sick leave is taken. If the associate had different pay rates in the 90 days of employment before taking sick leave or was a non-exempt salaried associate, then the sick leave rate of pay will be calculated by dividing the associate's total wages, not including overtime premium pay, by the associate's total hours worked in the full pay periods of the prior 90 days of employment, except where a different calculation is required. Payment for sick leave taken by an associate will be paid no later than the payday for the next regular payroll period after the sick leave was taken.

VI. Cessation of Employment and Re-Hire

Unused sick time will not be cashed out at the end of each year or at termination of employment, resignation, retirement or other separation from Belk, whether voluntary or involuntary. If an associate separates from employment with Belk (whether voluntarily or involuntarily) and is re-hired by Belk within one year, any previously accrued and unused sick leave will be reinstated and be made available for immediate use.

The amount of your accrued and unused sick pay (i.e. the sick leave available for use) will appear on each paystub or wage statement. Please review the statement for accuracy and immediately contact the Human Resources Department if you have questions regarding the statement.

VII. No Retaliation

Belk will not tolerate retaliation against an associate who exercises his/her rights under this Paid Sick Leave policy. If you believe you have been retaliated against for exercising your rights under this policy, you should contact Human Resources immediately.

emergency or sudden illness

In case of emergency or sudden illness:

- Please follow your location's emergency call-out procedures to notify your manager or HR associate.
- If you're ill for five (5) or more consecutive days and are under the care of a doctor, contact HR Shared Services at 800-588-3700 to determine if a leave of absence is required. You may be able to use accrued vacation and/or sick time while on a leave of absence. Please refer to the Time Away from Work section of www.mybelkbenefits.com for more information.

Repeated unplanned absences or abuse of the vacation or sick leave policies impact the business and may result in disciplinary action.



Associates receive paid holidays each year.

Holiday observances may vary, depending on your location. Please refer to the holiday schedule located under HR policies and procedures on The Hanger.

In addition to the above holidays, corporate associates will be granted (1) personal day.

jury duty

We support associates fulfilling their civic duty when they're requested to serve on a jury. If you're summoned for jury duty, you'll receive the difference between your base pay and the compensation received for jury duty.

- You must provide a copy of your summons and number of hours served to HR Shared Services.
- You should report to work during the hours your presence is not required as a juror.

bereavement

Full-time associates are eligible to receive time off with pay to attend the funeral of an immediate family member. Immediate family members include your spouse, domestic partner, parent, grandparent, child, grandchild, sister, brother or the same members of your spouse's or domestic partner's family.

- Pay for bereavement leave begins at the time it becomes necessary for you to leave work.
- Associates will be paid for up to three (3) days, based on your normal working hours.

Notice of Disclaimer: This policy is subject to change at any time with or without notice, and Belk reserves the right to interpret the policy at its sole discretion. This policy does not establish enforceable employee rights, contractual or otherwise and does not alter the employment-at-will status of any Belk employee.