



Company Leave

Belk's Company Leave provides eligible associates unpaid leave in cases when associates have exhausted their leave entitlement under the Family and Medical Leave Act (FMLA) or do not qualify under FMLA. Company Leave is for continuous use.

leave provision

- Company Leave under this policy can be taken for generally up to 6 months from the date of the onset of the medical condition or active duty designation, as determined by the Leave of Absence administrator.
- A medically related leave may extend beyond 6 months as reasonable accommodation if you are a qualified associate with a disability, provided the leave does not cause an undue hardship to Belk.

eligibility

- Any full or part-time associate working 10 standard hours or more per week as of the date of the leave request;
- Who is also not eligible for coverage under the Family and Medical Leave Act (FMLA);
- Or who meets the criteria for leave of absence as an accommodation under the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendments Act (ADAAA);
- When spouses or domestic partners both work for Belk and are both eligible for Belk's Company Leave, they will be limited to a combined total of 6 months of leave to care for a qualified family member or for qualified exigency leave during a calendar year period.

eligible associates are entitled to:

Twelve workweeks of leave in a 12-month period for:

- the birth of a child and to care for the newborn child within one year of birth;
- the placement with the associate of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- to care for the associate's spouse, child, or parent who has a serious health condition (siblings and in-laws are excluded);
- a serious health condition that makes the associate unable to perform the essential functions of his or her job;
- any qualifying exigency arising out of the fact that the associate's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or
- Twenty-six workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible associate is the servicemember's spouse, son, daughter, parent, or next of kin (military caregiver leave).



[guidelines](#)

- Paid time off hours do not accrue while on a leave of absence
- You are not eligible for any paid holidays that are observed during unpaid leave
- Any pay you receive for which you are not eligible will be considered a pay advance or overpayment. The overpayment amount will be reconciled from pay, or otherwise recovered, to the extent permitted by law.

[applying for a Belk Company Leave](#)

- First, notify your manager and follow the specific requirements of your location for reporting an absence.
- Second, contact Unum, Belk's leave and disability insurance administrator
 - 1.866.240.1469 or www.unum.com
- Third, you or your health care provider must submit any required supporting medical documentation within 15 calendar days of contacting the Leave of Absence Administrator. Failure to provide the requested information in a timely manner may result in a delay or denial of the leave request.

[certification requirements](#)

- Once the Company Leave has been requested, the required health care provider certification and request forms must be completed and returned to the Leave of Absence Administrator, Unum. Failure to provide the required documentation in a timely manner could result in a denial of the leave request or delay the leave start date.
- If the certification is incomplete or insufficient, you'll be provided a written notice stating what additional information is necessary to make the certification complete and sufficient. The Leave of Absence Administrator, Unum, may contact the health care provider to authenticate or to clarify the certification.
- If a complete and sufficient certification has been received, but the Administrator has a reason to doubt that it is valid, you may be required to obtain additional medical certification(s). Unum may choose the health care provider to provide the additional opinions, but generally may not select a health care provider who it employs on a regular or routine basis. Belk is responsible for paying for the additional opinions, including any reasonable travel expenses for you or the family member. While waiting for the additional opinions, you are provisionally entitled to medical leave.



benefits coverage

- While on leave, you're eligible to continue to participate in most health and insurance plans provided through Belk's Group Benefits Program.
- You must continue to pay any required contributions. While on unpaid leave, you'll receive a bill for your required contributions. Failure to pay required contributions will result in termination of health and insurance benefits coverage.
- Belk will continue to pay the company portion of your health and insurance benefits from the date the leave begins, as long as your required contributions are paid on time.
- While on an unpaid leave of absence, where applicable, Flexible Spending Account (FSA) and Health Savings Account (HSA) contributions cease and Long-term Disability coverage stops.

extension of leave

- During an approved leave and prior to the expected return to work date, if you'd like to extend your medical leave, you should contact Unum to request an extension of the leave. In addition, you should also contact your manager to provide an updated anticipated return date.

returning to work from the leave

- For leaves involving your own health condition(s), you may not return to work without written approval from your medical provider. Unum will provide you with Return to Work documentation. This documentation should be completed by the medical provider and returned to HR Shared Services.
- You are expected to return to work on the first business day immediately following the conclusion of a medical leave if an appropriate position is available.
- Failure to return to work immediately following leave may result in disciplinary action, up to and including termination. If while on leave you decide not to return to work at Belk, you must notify your manager as soon as possible.



policy definitions

Family Member

- Spouse means a husband or wife as defined or recognized under state law for purposes of marriage in the state where the associate resides, including “common law” marriage and same sex marriage.
- Domestic Partner means an adult, at least 18 years of age, who you have been in an exclusive, committed, financially interdependent relationship for at least 12 months with intent to remain so indefinitely.
- Parent means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the associate when the associate was a child. This term does not include parents “in law.”
- Son or daughter means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18 or age 18 or older and “incapable of self-care because of a mental or physical disability” at the time that leave is to commence.
- In Loco Parentis, Belk will follow the FMLA definition of *in loco parentis* as including those with day-to-day responsibilities to care for or financially support a child. Associates who have no biological or legal relationship with a child may, nonetheless, stand *in loco parentis* to the child and be entitled to leave. Similarly, an associate may take leave to care for someone who, although having no legal or biological relationship to the associate when the associate was a child, stood *in loco parentis* to the associate when the associate was a child, even if they have no legal or biological relationship.

Health Care Provider

- Doctors of medicine or osteopathy authorized to practice medicine or surgery by the state in which the doctor practices.
- Podiatrists, dentists, clinical psychologists, optometrists and chiropractors authorized to practice and performing within the scope of the practice, under the law.
- Nurse practitioners, nurse-midwives, clinical social workers and physician assistants who are authorized to practice in the state and performing within the scope of their practice as defined under state law.
- Christian Science Practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts

Any health care provider recognized by Belk Group Benefits Program or its group health plan insurer or claims administrator.

Serious health condition

- Serious health condition means an illness, injury, impairment or physical or mental condition that



involves

- Any period of incapability or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice or residential medical care facility; or
- A period of incapacity requiring absence for more than three (3) consecutive, full calendar days from work, school, or other regular daily activities that also involves continuing treatment by (or under the supervision of) a health care provider; or
- Any period of incapacity due to pregnancy or for prenatal care; or
- Any period of incapacity (or treatment therefore) due to a chronic serious health condition (e.g. asthma, diabetes, epilepsy, etc.); or
- A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g. Alzheimer's, stroke, terminal diseases, etc.); or
- Any absences to receive multiple treatments (including any period of recovery therefrom) by, or on referral by a health care provider for a condition that likely would result in incapacity of more than five (5) consecutive days if left untreated (e.g. chemotherapy, physical therapy, dialysis, etc.)

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 doesn't establish enforceable employee rights, contractual or otherwise and does not alter the at-will employment status of any associate.