

# **Belk Leave of Absence Guide**

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We understand that you may have questions while you plan for your leave of absence. The information below is intended to assist with general and common questions regarding the leave process and eligibility. If you have specific questions you may contact your HR team or send an email to [leaveofabsence@belk.com](mailto:leaveofabsence@belk.com).

<b>Belk Leave of Absence Eligibility</b>	
<b>Leave Types</b>	<b>Eligibility</b>
<ul style="list-style-type: none"> <li>• <b>FMLA (Unpaid)</b></li> </ul>	Employed for one year and worked at least 1,250 hours. FMLA supports both continuous and intermittent leaves.
<ul style="list-style-type: none"> <li>• <b>Company Leave (Unpaid)</b></li> </ul>	Full or Part-time status working a minimum of 20 hours. FTE status in WorkDay must be 50% or more to qualify. Company leave supports both continuous and intermittent leaves.
<b>Belk Pay Provisions</b>	
<b>Pay Type*</b>	<b>Eligibility and Pay Information</b>
<ul style="list-style-type: none"> <li>• <b>Maternity</b></li> </ul>	Full-Time associates (30 hours or more on average per week) are eligible for 100% paid time off for 8 weeks. Funds are paid through normal payroll processing. Accrued benefit time may be used after the receiving total eligible maternity pay.
<ul style="list-style-type: none"> <li>• <b>Paternity</b></li> </ul>	Full-Time associates (30 hours or more on average per week) are eligible for 100% paid time off for 2 weeks. Funds are processed through payroll, according to the payroll cycle. Accrued benefit time may be used after the receiving total eligible Paternity pay.
<ul style="list-style-type: none"> <li>• <b>Adoption</b></li> </ul>	Full-Time associates (30 hours or more on average per week) are eligible for 100% paid time off for 2 weeks. Funds are processed through payroll, according to the payroll cycle. Accrued benefit time may be used after the receiving total eligible adoption pay.
<ul style="list-style-type: none"> <li>• <b>Short Term Disability</b></li> </ul>	Full-Time associates (30 hours or more on average per week) are eligible for up to 12 weeks of pay at 60% of their benefits annual rate. Funds are processed through payroll, according to the payroll cycle. <ul style="list-style-type: none"> <li>• There is a <b>7-day unpaid</b> elimination period before STD benefits begin.</li> <li>• Associates may enter accrued benefit time to receive 100% of their normal earnings during this time.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Military Leave of Absence</b></li> </ul>	Please contact Unum for all military related leaves of absence. Belk has specific policies regarding compensation related to military leave, please submit a copy of your orders to <a href="mailto:leaveofabsence@belk.com">leaveofabsence@belk.com</a> for review. *military order*

\*Your benefit annual rate is used to calculate eligible pay while on an approved leave of absence, please reference the **Parental Leave and Pay Policy** for additional information.

## Leave of Absence

### **Frequently Asked Questions & Answers:**

**Q: *How do I initiate a leave of absence?***

**A:** If you need to take a leave of absence (continuous or intermittent) you must contact UNUM to initiate the process. Please call **866-240-1469** or go to their website [www.unum.com](http://www.unum.com) to initiate the leave process.

**Q: *When should I initiate my leave of absence?***

**A:** When possible all leaves should be reported in advance. It is a best practice to report an upcoming leave of absence 30 days prior to the anticipated first day of the leave when possible.

*\*\*Exempt (salaried) associates will be subject to payroll deductions if a leave is entered in WorkDay and the associate has already received salaried pay during the leave. \*\**

**Q: *What type of leave should I request?***

**A:** A **continuous leave** applies when you will be absent for a specific period of time with no breaks in the absence. An **intermittent leave** applies when you need to be absent for separate blocks or periods of time (i.e., flare ups, ongoing appointments, etc.). Federal and company leave offer a continuous and intermittent leave option.

**Q: *Do I accrue benefit time while I am on a leave of absence?***

**A:** During a continuous leave of absence you will stop accruing paid time off. Your PTO accrual will resume on the next eligible accrual date after your return from leave of absence. For additional information regarding PTO please reference the ***Paid Time Off Policy***.

**Q: *How do I report my intermittent leave time while I am on an approved intermittent leave?***

**A:** You are required to report any time missed from work related to your intermittent leave directly to Unum. You are also responsible for notifying your manager and/ or human resources of your absence. You need to clearly state the absence is related to your approved intermittent leave when communicating with your manager or human resources.

**Q: *How will I pay for my benefits while I am on an approved leave of absence?***

**A:** If you are not receiving payments from Belk while on leave, you are responsible for paying your benefit premiums directly to Belk. Please contact the HR Shared Services team at 800.588.3700 or send an email to [leaveofabsence@belk.com](mailto:leaveofabsence@belk.com) for payment information. If you are receiving any form of payment from Belk while you are on a leave of absence, all normal deductions including benefit premiums will apply.

**Q: *Can I use benefit time (PTO/SICK) while I am on a leave of absence?***

**A:** Yes, depending on the type of leave you have been approved for you may be eligible to use accrued benefit time. Please work with your local HR team if you would like to use benefit time while on an approved leave of absence. You may not receive more than 100% pay. *\*\*Associates*

*receiving more than 100% of their pay while on leave may be subject to payroll deductions in the amount of the overpayment. \*\**

**Q: How will I receive my pay if I am approved for disability benefits?**

**A:** In order to receive short- or long-term disability payments you must have an approved claim with Unum.

- **Short-term disability** is processed by Belk payroll and paid on our regular payroll cycle. Your funds will be paid using the same method you receive your payroll funds. All normal benefit premiums will be deducted.
- **Long-term disability** is paid directly by Unum and is not processed by Belk payroll.

*\*\*Please note if you are approved for STD payments after payroll is complete you will receive your payment on the next pay cycle. \*\**

**Q: Who do I contact if I am on an approved leave of absence and I have questions about my pay?**

**A:** Please email [leaveofabsence@belk.com](mailto:leaveofabsence@belk.com) for pay related questions while you are on an approved leave of absence.

**Q: Will I have access to WorkDay while I am on an approved leave of absence?**

**A:** Yes, you will have access to self-service functions only while you are on an approved leave. This includes making eligible benefit changes and enrolling in your benefits if you're on an approved leave during Belk's annual open enrollment.

**Q: What do I need to do when I am ready to return to work?**

**A:** Complete the required return to work document included with your leave of absence paperwork if you have been on leave for your own condition. You may not be permitted to return to work without a completed return to work document on file.

You are not required to submit this documentation when you have been on a leave for the care of another person.

**Q: What if I am ready to return to work before my approved leave has ended?**

**A:** You must submit a completed return to work notice to return to work. If you do not need to use the remaining time that has been approved, please contact Unum to have your leave status updated. If you do not notify Unum, the approved leave on file will count against your leave entitlement.

**Q: What happens if I am not ready to return work after my approved leave has ended?**

**A:** You are notified by Unum when your leave has ended, and you are responsible for requesting an extension. Unum will let you know what documentation is required to approve an extension of your leave.

## Maternity Leave

Belk allows **all associates** (part-time; 20 hours or more and full-time) 12 weeks of leave for the birth of a child. Please reference the ***Parental Leave and Pay Policy*** for eligibility related to pay during maternity leave. 12 weeks is granted for FMLA and company leave. If you are eligible for maternity pay please see the following:

- **Paid Maternity Leave:** 8 weeks
- **Unpaid Bonding Time:** 4 weeks

***Q: What happens if I do not qualify for FMLA?***

**A:** If you do not qualify for FMLA your leave will be processed as a company leave, as long as you meet the eligibility requirements for a company leave.

***Q: If I am eligible for maternity pay, how will I receive my payments?***

**A:** Maternity pay is processed by Belk payroll and paid on our regular payroll cycle. All regular benefit premiums will be deducted, including 401k loan payments if applicable. You must have an approved leave with Unum to receive maternity pay.

***Q: What happens if I am unable to work due to a pregnancy related condition before the birth of my child?***

**A:** If your medical provider has restricted you from working prior to the birth of your child you may be eligible for short term disability. If you are eligible for STD, you will receive 60% of your pay after meeting the elimination period. If you are also eligible for maternity leave pay, you will begin receiving 100% of your pay once your child is born. ***\*\*Please note, any time away from work related to the pregnancy counts toward the 12 weeks allotted for maternity leave\*\****

***Q: What happens if I have a pregnancy related condition after the birth of my child that prevents me from returning to work?***

**A:** If you are eligible for the 12 weeks of maternity leave and your condition requires you to be out of work more than 12 weeks, please contact Unum to request an extension of your leave. Unum will make you aware of any required documentation to approve the extension. You may also be eligible for STD pay if your condition exceeds the 8 weeks of maternity pay paid at 100% of your pay.

- Belk recognizes that new mothers have certain needs. If you're a new mother, we'll provide reasonable break times and accommodations for you to tend to these needs for up to one year after giving birth. We'll have a designated room, that's not a restroom, and supply a small refrigerator. For more information speak with your supervisor or human resources business partner.
- Blue Cross Blue Shield provides a free breast pump for associates enrolled in a medical plan through Belk. A prescription for the breast pump must be completed by your medical provider. *If you have additional questions, contact BCBS directly at 1-800-422-2717 or visit their website [www.bcbs.com](http://www.bcbs.com).*